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ABSTRACT

This guide is intended for use in helping students master the language arts skills necessary to pass the writing skills portion of the General Educational Development examination. It could also be used in adult basic education classes. The following topics are covered in the individual units: capitalization, punctuation, verb tense, subject-verb agreement, pronouns, troublesome words, correct use of adjectives and adverbs, comparison of adjectives and adverbs, sentence structure, and spelling. Each unit includes a pretest, rules, one or more exercises, a posttest, and an answer key. All materials included in the units have been developed with a view toward providing students with an organized, sequential program that contains clearly stated, measurable learning objectives and that provides students and teachers alike with tangible evidence of the learning that students have accomplished. (MN)

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BASIC WRITING SKILLS

A Sequential, Objective-Based Program for Use In Adult Basic Education and GED Preparation Classes

DEVELOPED BY:

Sandy Keeler, Instructor

GREEN RIVER COMMUNITY COLLEGE

June 2, 1986

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INTRODUCTION

The materials presented here have been designed to help students master the language arts skills necessary to pass the Writing Skills portion of the GED examination. These materials would also be useful to any student wishing to become more proficient in basic writing skills. This project was designed to meet four needs:

1. The need for an organized, sequential program in language arts that is easy to understand and that allows students to begin at an appropriate level and progress at their own pace.
2. The need for clearly stated, measurable learning objectives and the materials necessary for attaining them.
3. The need for tangible evidence, for both students and instructors, of learning having taken place.
4. The need for materials that are affordable and that can be duplicated as needed.

The outcome is a sequence of ten units or "learning packets," each with its own specific, measurable learning objective. Most of these objectives were taken directly from the Adult Basic Education Program Plan used at Green River Community College and were formulated for students who are preparing to take the GED exam, begin a job, or pursue further education.

Each of the ten units consists of four parts: a pre-test, to determine whether a student needs to work on or is already proficient in a particular skill; an explanation of the concept, including rules and examples to help the student understand the skill involved; student exercises, to give the student the chance to practice the skill and reinforce what is being learned; and a post-test, to determine whether the skill has been mastered. Each unit also contains an answer key. The Student Progress Chart makes it possible for both student and instructor to keep track of the objectives as they are completed.

The format used is especially suitable for students who are working independently at their own pace. However, instructor assistance is recommended to help students understand their mistakes and apply the rules presented. An effort has been made to explain concepts as concisely as possible, with the emphasis on <u>application</u> rather than terminology.

It is suggested that these materials be duplicated and filed separately, unit by unit, so that those skills in greatest demand can be reprinted as needed without reprinting the entire program. It is even more efficient to file the pre-tests separately, so that a student may go on to the next unit if work on that skill is not required.

It is hoped that instructors will find these materials useful and that they will adapt or add to them to fit their own individual programs.

LEARNING OBJECTIVES

UNIT ONE: CAPITALIZATION

OBJECTIVE: Given a variety of sentences in which capital letters are required but have been omitted, the student will demonstrate knowledge of the rules for capitalization by crossing out the lower case letters and supplying capital letters where needed with at least 90% accuracy. (Maximum errors: eight on pre-test; ten on post-test)

UNIT TWO: PUNCTUATION

OBJECTIVE: Given a variety of sentences in which all punctuation has been left out, the student will demonstrate knowledge of the correct use of all end punctuation, commas, apostrophes, quotation marks, colons, hyphens, and semicolons by supplying the correct punctuation marks with at least 90% accuracy. (Maximum errors: nine on pre-test; eleven on post-test)

UNIT THREE: VERB TENSE

OBJECTIVE: Given a variety of sentences in which choices are presented between a correct and an incorrect verb form, the student will demonstrate knowledge of the correct use of verb tense by crossing out the incorrect form of the verb in parentheses with at least 90% accuracy. (Maximum errors: two on both pre-test and post-test)

UNIT FOUR: SUBJECT-VERB AGREEMENT

OBJECTIVE: Given a variety of sentences in which choices are presented between a correct and an incorrect verb form, the student will demonstrate knowledge of subject-verb agreement by crossing out the incorrect form of the verb in parentheses with at least 90% accuracy. (Maximum errors: two on both pre-test and post-test)

UNIT FIVE: PRONOUNS

OBJECTIVE: Given a variety of sentences in which choices are presented between a correct and an incorrect pronoun, the student will demonstrate knowledge of pronoun usage, correct use of <u>who</u>, <u>whom</u>, and <u>whose</u>, and correct pronoun-antecedent agreement by crossing out the incorrect pronoun in parentheses with at least 90% accuracy. (Maximum errors: three on pre-test, two on post-test)

UNIT SIX: TROUBLESOME WORDS

OBJECTIVE: Given a variety of sentences in which choices are presented between forms of lie and lay, sit and set, and rise and raise, the student will demonstrate knowledge of the correct use of these troublesome words by crossing out the incorrect word in parentheses with at least 90% accuracy. (Maximum errors: three on pre-test, two on post-test)

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

OBJECTIVE: Given a variety of sentences in which choices are presented between a correct and an incorrect form of adjective or adverb, the student will demonstrate knowledge of the correct use of adjectives and adverbs by crossing out the incorrect adjective or adverb with at least 90% accuracy. (Maximum errors: two on both pre-test and post-test)

UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS

OBJECTIVE: Given a variety of sentences in which a choice is presented between two forms of adjective or adverb, the student will demonstrate knowledge of the comparative and superlative degrees of adjectives and adverbs by crossing out the incorrect or less acceptable form of the adjective or adverb in parentheses with at least 90% accuracy. (Maximum errors: two on both pre-test and post-test)

UNIT NINE: SENTENCE STRUCTURE

OBJECTIVE: Given a variety of sentences, some of which are correctly written and some of which are not, the student will demonstrate knowledge of parallel construction, misplaced modifiers, sentence fragments, and run-on sentences by writing C if the sentence is correctly written and by labeling any problems in sentence structure with P, M, F, or R with at least 90% accuracy. (Maximum errors: two on post-test)

UNIT TEN: SPELLING

OBJECTIVE: Given groups of words which may or may not contain a word that is misspelled, the student will demonstrate knowledge of five important spelling rules and familiarity with a list of commonly misspelled words by choosing which, if any, word is misspelled in each group with at least 90% accuracy. (Maximum errors: two on both pre-test and post-test)

UNIT ONE: CAPITALIZATION

PRE-TEST

Directions: Cross out the lower case letters and supply capital letters where needed in the following sentences:

1. my friend and i visited the seattle art museum in november.

2. the policeman asked, "didn't you see that other car?"

3. "no," i answered, "it was too foggy."

4. my favorite actor is harrison ford.

5. have you ever been to lexington, kentucky?

6. our plane stopped in kansas city, missouri, on our way to europe.

7. they walked their dogs in the park every day when they lived in the city.

8. before he came to this country, he had never seen the pacific ocean.

9. the columbia river forms a natural border between oregon and our state.

10. he graduated from the university of washington and went to work for the j.r. miller company.

11. my doctor's office is located in the cobb building.

12. there is no school on monday because it is memorial day.

13. the parade followed madison avenue to pike street.

14. there are still many reminders of the civil war in the south.

15. we all enjoyed the mexican restaurant.

16. he signed up for classes in french and biology, but ended up in english and art history II.

17. my mother and i drove north for two hours to visit aunt mildred.

18. have you read the catcher in the rye?

19. we memorized the bill of rights when we studied the united states constitution.

20. the wea (washington education association) supported the measure.

UNIT ONE: CAPITALIZATION

RULES

1. Capitalize the first word of every sentence.

   EXAMPLE: It is never too late to learn.

2. Always capitalize the pronoun I.

   EXAMPLES: Carol and I ride to school together.
   It's obvious I've learned a lot this quarter.

3. Capitalize the first word of a direct quotation.

   EXAMPLES: Susan asked, "Do we need a pencil for the test?"
   "The answer," he replied, "is obvious."

   NOTE: A capital letter is not used for the word is in the second example because it does not begin the direct quotation or a new sentence.

4. Capitalize the names of persons.

   EXAMPLES: We read the story of Harriet Tubman.
   My sister and I took Grandma out to lunch.
   BUT: We took my grandmother out to lunch.

   NOTE: In the second example, Grandma is used as her name.

5. Capitalize the names of places.

   EXAMPLES: The Browns moved to Dallas, Texas.
   We visited Paris, France, on our trip to Europe.
   The election was held in Thurston County.
   Our family camped at Lake Chelan State Park.

   NOTE: Do not capitalize words such as city, state, park, or country unless it is part of a name or title.

   EXAMPLES: He likes living in the city.
   They traveled across three states on their vacation.
   She works for the Washington State Department of Agriculture.

6. Capitalize the names of bodies of water and mountains.

   EXAMPLES: The Columbia River flows between Washington and Oregon.
   The ship was lost in the Atlantic Ocean.
   They ran into rough water in the Georgia Straits.
   A picnic was held at Lake Cushman.
   There are many national parks in the Rocky Mountains.

   BUT: We spent the weekend at the ocean.
   He swam across the lake.
   The mountains are beautiful as they appear above the canal.

7. Capitalize the names of schools, special buildings, and business firms.

   EXAMPLES: Several famous musicians visited Ballard High School today.
   The meeting was held in the United Nations Building.
   He works for the Ford Motor Company.

8. Capitalize the names of the days of the week, months of the year, and holidays.

   EXAMPLES: On Tuesday, we will visit my aunt.
   This is the coldest November on record.
   They always spend Memorial Day at the lake.

9. Capitalize the first word in a letter salutation and the first word in the complimentary closing.

   EXAMPLES: Dear Mrs. Jones,
   Very truly yours,

10. Capitalize the names of streets, avenues, etc.

    EXAMPLES: An accident on Elm Street blocked traffic.
    We enjoyed the sights on Sunset Boulevard.

11. Capitalize nationalities and religious denominations.

    EXAMPLE: He is Irish, but he is not a Catholic.

12. Capitalize names of regions of the country or the world.

    EXAMPLES: The South still relies heavily on cotton farming.
    It would be interesting to visit the Far East.

    NOTE: Do not capitalize north, south, east, and west when they refer to a direction.

    We traveled south on Interstate 5.

13. Capitalize school subjects only if they are languages or a course name followed by a number.

    EXAMPLE: Willard is taking English, math, French, biology, Chemistry I, and economics.

14. Capitalize titles of people before a name.

    EXAMPLES: We took Uncle Harry to see Dr. Mattson.
    My appointment with Professor Smith is at three.

    BUT: The doctor examined my uncle and found nothing wrong.

15. Capitalize the first, last, and important words in titles of books, poems, stories, and songs.

    EXAMPLES: Have you read The Call of the Wild?
    No, but I just finished reading Love and War.

16. Capitalize the first word in every line of poetry.

EXAMPLE: How doth the little crocodile
Improve his shining tail,
And pour the waters of the Nile
On every shining scale?

17. Capitalize sacred names and books.

EXAMPLES: They read the Koran each evening.
She felt that God had answered her prayers.

18. Capitalize historical periods, events, and documents.

EXAMPLES: We owe our freedom to the American Revolution and the Declaration of Independence.
We studied the Middle Ages last semester.

19. Capitalize acronyms (words formed from the first letters of proper names) and many abbreviations.

EXAMPLES: The news from NASA was that the rocket had been launched.
The keynote speaker was Prof. R. P. McDowell, Jr., who earned his B. S. degree from Rutgers University.

UNIT ONE: CAPITALIZATION

EXERCISES

Directions: Cross out the lower case letters and supply capital letters where needed in the following sentences:

1. we camped in yellowstone national park in wyoming last summer.
2. the sixth graders at springbrook elementary school are studying the civil war as part of their history unit.
3. the cascade mountains could be seen beyond the skagit river.
4. we read about marian anderson in the book famous women of america.
5. she applied for a job with alaska airlines after graduating from the community college.
6. i think that i shall never see
   a poem lovely as a tree.
7. there is a wealth of american indian history in the southwest.
8. as soon as we got there, mom asked, "is anyone hungry?"
9. did dr. stone prescribe a new medication for uncle roy?
10. drive south to second street; the hansen building will be on your right.
11. as a child, she attended the baptist church in her home town.
12. we took my grandfather to the seattle opera house on saturday.
13. they plan to spend thanksgiving in yakima with aunt louise.
14. my brother's birthday is in july.
15. "annie," he began, "we need to talk about the holidays."
16. they moved to vancouver island from edmonton, alberta.
17. the kent city council will meet at noon in the library.
18. students in miss smith's english class wrote letters to president reagan.
19. she reads the bible daily and believes god will answer her prayers.
20. the aclu (american civil liberties union) plans to investigate.

UNIT ONE: CAPITALIZATION

POST-TEST

Directions: Cross out the lower case letters and supply capital letters where needed in the following sentences:

1. while in washington, d.c., aunt mildred and i visited the smithsonian institute.

2. we could see hood canal with the beautiful olympic mountains above.

3. we plan to stop and see expo '86 while in vancouver, british columbia, this summer.

4. did you know that amelia earhart's mother, amy, was the first woman to climb pike's peak?

5. we read joseph conrad's "heart of darkness" in our english class.

6. the teacher asked, "has anyone here ever seen the eifel tower from across the seine river in paris, france?"

7. the timber industry is important to the economy of the pacific northwest.

8. the aclu charged that the plan was unfair to asians and other minorities.

9. "the history exam," she said, "will cover the events that led up to the civil war."

10. although maria is german, she speaks french fluently and attends a roman catholic church.

11. we celebrate thanksgiving on the last thursday in november.

12. the doctor gave cbs newsmen an updated report on senator johnson's health.

13. many birds fly south in the winter in search of warmer weather.

14. we all listened as reverend brown read from the old testament.

15. <u>the secrets of the heart</u>, by kahlil gibran, is required reading for philosophy students at the university of washington.

16. we drove over stevens pass on our way to lake chelan state park.

17. the rotary club donated funds to clean up the city's parks.

18. are the offices of the j.m. fitch company still located in the simms building in downtown tacoma?

19. the accident occurred at the corner of fifth avenue and pine street.

UNIT ONE: CAPITALIZATION

ANSWER KEY

Pre-Test

1. My, I, Seattle Art Museum, November
2. The, Didn't
3. No, I
4. My, Harrison Ford
5. Have, Lexington, Kentucky
6. Our, Kansas City, Missouri, Europe
7. They
8. Before, Pacific Ocean
9. The, Columbia River, Oregon
10. He, University, Washington, J.R. Miller Company
11. My, Cobb Building
12. There, Monday, Memorial Day
13. The, Madison Avenue, Pike Street
14. There, Civil War, South
15. We, Mexican
16. He, French, English, Art History
17. My, I, Aunt Mildred
18. Have, The, Catcher, Rye
19. We, Bill, Rights, United States Constitution
20. The, WEA, Washington Education Association

Exercises

1. We, Yellowstone National Park, Wyoming
2. The, Springbrook Elementary School, Civil War
3. The, Cascade Mountains, Skagit River
4. We, Marian Anderson, Famous, Women, America
5. She, Alaska Airlines
6. I, I, A (poem)
7. There, American Indian, Southwest
8. As, Mom, Is
9. Did, Dr. Stone, Uncle Roy
10. Drive, Second Street, Hansen Building
11. As, Baptist
12. We, Seattle Opera House, Saturday
13. They, Thanksgiving, Yakima, Aunt Louise
14. My, July
15. Annie
16. They, Vancouver Island, Edmonton, Alberta
17. The, Kent City Council
18. Students, Miss Smith's, English, President Reagan
19. She, Bible, God
20. The, ACLU, American Civil Liberties Union

Post-Test

1. While, Washington, D.C., Aunt Mildred, I, Smithsonian Institute
2. We, Hood Canal, Olympic Mountains
3. We, Expo, Vancouver, British Columbia
4. Did, Amelia Earhart's, Amy, Pike's Peak

5. We, Joseph Conrad's, Heart, Darkness, English
6. The, Has, Eifel Tower, Seine River, Paris, France
7. The, Pacific Northwest
8. The, ACLU, Asians
9. The, Civil War
10. Although, Maria, German, French, Roman Catholic
11. We, Thanksgiving, Thursday, November
12. The, CBS, Senator Johnson's
13. Many
14. We, Reverend Brown, Old Testament
15. The, Secrets, Heart, Kahlil Gibran, University, Washington
16. We, Stevens Pass, Lake Chelan State Park
17. The, Rotary Club
18. Are, J.M. Fitch Company, Simms Building, Tacoma
19. The, Fifth Avenue, Pine Street

UNIT TWO: PUNCTUATION

PRE-TEST

Directions: Place punctuation marks wherever they are needed in the following sentences:

1. Greg please close the door
2. Have you ever seen the mission in Santa Barbara California
3. Watch out for that truck
4. They brought sandwiches pop fruit cookies and potato chips to the picnic.
5. Ron who is only fifteen is already 6 ft 2 in tall
6. The first national holiday honoring Dr Martin Luther Kings birthday was on January 20 1986
7. No John isn t home right now but Ill tell him you called
8. If you want to pass the test the teacher said youd better study hard
9. The road to the top was winding and dangerous however the view made it well worth the trip
10. Please bring the following items to class a pencil paper and at least one eraser
11. Could you please direct me to the ladies lounge
12. When the fire had finally died out we all went to bed
13. Although the dance was over at midnight we didnt get home until 1230
14. Greg said Its a perfect day to go skiing
15. The womens team moreover beat the mens team three out of four games
16. I don t like this restaurant he shouted angrily
17. Sara Jensen wrote an article entitled Living Cheaply in the Suburbs
18. Her son was born on Sunday June 30 1963 in San Jose California
19. We wanted to work in the yard but the rain kept us indoors all day
20. Wow Did you see that shooting star I asked
21. Well I guess that ends todays lesson said Prof Jameson
22. Our secretary Linda M Smith typed the report on travel in Buda pest for us

UNIT TWO: PUNCTUATION

RULES

1. There are three kinds of end punctuation.

   a. A <u>period</u> [.] is used

      1) at the end of a statement.

         EXAMPLE: It rained yesterday.

      2) at the end of an imperative sentence.

         EXAMPLE: Close the door.

      3) after an abbreviation.

         EXAMPLE: The baby weighed 7 lbs. 6 oz.

      4) after an initial.

         EXAMPLE: Dr. T. J. Morris came to the party.

      5) in outlining, after Roman numerals and capital letters.

         EXAMPLE: I. Basket Weaving
                  A. Types of straw

   b. A <u>question mark</u> [?] is used at the end of an interrogative sentence.

      EXAMPLE: Are you coming with us to the play?

   c. An <u>exclamation point</u> [!] is used

      1) at the end of an exclamatory sentence.

         EXAMPLE: Watch out for that car!

      2) after an interjection that expresses strong feeling.

         EXAMPLE: Oh! I'm shocked to hear that.

2. A <u>comma</u> is used

   a. between the name of a town or city and the name of the state.

      EXAMPLE: We used to live in Tucson, Arizona.

   b. in a series.

      EXAMPLE: We bought carrots, beans, celery, bread, and pop.

   c. between the day of the month and the year.

      EXAMPLE: She passed her final exams on June 10, 1982.

   d. to set off words like <u>yes</u>, <u>no</u>, <u>well</u>, and <u>oh</u> that come at the beginning of a sentence.

      EXAMPLE: No, I won't be able to attend the meeting.

   e. to set off the name of a person addressed.

      EXAMPLE: Angie, please come with me tomorrow.
               I see, Sharon, that you've completed your test.

4. Quotation marks [" "] are used

   a. to enclose the exact words of a speaker.

      EXAMPLES: She said, "Can you help me with this problem?"

      "It was," I added, "a most interesting day."

   b. to enclose the titles of poems, stories, songs, and articles.

      EXAMPLE: We memorized the poem, "The Gingham Dog and the Calico Cat" in drama class.

      NOTE: Use single quotation marks for quotes within quotes.

      "Who said,'When the going gets tough, the tough get going'?" asked Mike.

5. A colon [:] is used

   a. after the salutation in a business letter.

      EXAMPLE: Dear Mr. Smith:

   b. in writing time, to separate hours from minutes.

      EXAMPLE: Her plane was due at 3:30, but it didn't arrive until 6:00.

   c. to introduce a list.

      EXAMPLE: Please bring the following: a sleeping bag, a toothbrush, extra clothes, and a flashlight.

   d. in the Bible, to separate chapter and verse.

      EXAMPLE: Psalms 43:6

6. A hyphen [-] is used

   a. between the syllables of a word that is carried over from one line to the next.

      EXAMPLE: We had planned to order a light snack, but we decided to order dinner instead.

   b. in some compound words.

      EXAMPLES: forget-me-not, go-between

7. A semicolon [;] is used

   a. between the clauses of a compound sentence not connected by a conjunction:

      EXAMPLE: We want to leave very early in the morning; therefore, we should finish packing tonight.
      It was a beautiful night; the stars shone brightly.

   b. to separate items in a series when the items are long or themselves contain commas.

      EXAMPLE: She chose the ingredients carefully: potatoes, carrots, and onions to give the stew body; thyme and tarragon to give it flavor; and a fresh, plump chicken to make it complete.

f. to set off words like too, however, and moreover.

EXAMPLE: I did, however, see some interesting sights.

g. after the salutation of a friendly letter.

EXAMPLE: Dear Mary,

h. after the complimentary close of a letter

EXAMPLE: Very truly yours,

i. after a person's last name when it is written before the first name.

EXAMPLE: Harris, Emily J.

j. to separate a direct quotation from the rest of a sentence.

EXAMPLE: James replied, "I saw him the other day."

k. to set off a nonrestrictive clause.

EXAMPLE: Jennifer, who is in the sixth grade, has read War and Peace.

l. to separate two independent clauses that are joined by a coordinating conjunction in a compound sentence.

EXAMPLE: We liked the car, but it was too expensive for our budget.

m. after an introductory subordinate clause.

EXAMPLE: Although the sun was shining, it was still cold.

n. to set off appositives.

EXAMPLE: Our mailman, Elliot Formby, lives down the street.

3. An apostrophe ['] is used

a. in a contraction.

EXAMPLE: It's obvious we can't go today.

b. to show possession

EXAMPLE: John's house is near the Smiths' house.

NOTE: John's is a singular possessive used to indicate that the house belongs to John. A singular possessive is formed by adding 's to the singular form of a noun.
Smiths' is a plural possessive used to indicate that the house belongs to the Smiths. A plural possessive is formed by adding an apostrophe only if the plural ends in s, as in the example above, or by adding 's if the plural form does not end in s, as in children's or men's.

NOTE: Do not use an apostrophe for possessive pronouns.

EXAMPLE: My car lost its speed as we drove up the hill.

c. to form the plural of letters and numbers.

EXAMPLES: How many A's did he get on his report card?
There are three 2's in my address.

UNIT TWO: PUNCTUATION

EXERCISES: END PUNCTUATION

Directions: Place a period, question mark, or exclamation point at the end of each of the following sentences.

1. The meadow was covered with yellow buttercups
2. Did you ever see a covered wagon
3. Look at that huge fish
4. My neighbors just returned from their vacation
5. Who invented the sewing machine
6. How lovely the day is
7. The boat was tossed about in the storm
8. Write your name on the bottom line
9. What did you do while I was away
10. Drive slowly past this construction
11. What a surprise this is
12. How long will you be gone
13. Hand me that pair of scissors
14. The old Smith Tower contains a lot of history
15. I could not find the right color sweater to match my skirt
16. Can you give me a ride to baseball practice
17. Do not fold or staple these papers
18. Please take care of this matter right away
19. Have you seen the neighbors' dog lately
20. Brightly colored leaves covered the grass
21. Find a seat quickly and sit down
22. Oh, how time flies
23. Who is your favorite disc jockey
24. Angie is learning to play the trumpet
25. Have you seen the new art exhibit

UNIT TWO: PUNCTUATION

EXERCISES: COMMAS

Directions: Place commas where needed in the following sentences.

1. Because we had eaten such a large lunch we were not hungry for dinner.
2. Our dog a bassett hound has ears that almost touch the ground.
3. We moved from Toledo Ohio to Baton Rouge Louisiana in 1982.
4. Her garden was full of roses nasturtiums pansies daisies and lilies.
5. My aunt who lives in Sacramento now has traveled around the world.
6. The comedian told his best jokes but he was unable to make the audience laugh.
7. George Washington was born February 22 1732.
8. Yes I do have a pen that you may borrow.
9. The stranger asked "Can you tell me how to get to the library?"
10. Ladies and gentlemen please give me your undivided attention.
11. There were some people however who chose to stand during the game.
12. If you finish all your chores you may go to the movie tonight.
13. Maria a student in our class came here from Frankfurt Germany.
14. We traveled through Idaho Montana Wyoming Colorado and Utah.
15. The house which is the oldest in the neighborhood is up for sale.
16. Napoleon was known to some as an able leader but he was known to others as a ruthless enemy.
17. She was employed there from March 21 1976 to April 24 1978.
18. "No I'd rather not go out tonight " she replied.
19. It's obvious Michael that you didn't study last night's lesson.
20. Her decision moreover was a matter of principle.
21. After we had shopped all afternoon we went out to dinner.
22. Sheila a teacher from our school will be joining us for lunch.
23. He cut the trees split the logs and stacked the wood before winter.
24. Gwen who got her GED last fall is now a full-time student here.
25. It is a beautiful day and I intend to enjoy every minute of it.
26. "Please " she said "don't change your plans on my account."

UNIT TWO: PUNCTUATION

EXERCISES: QUOTATION MARKS

Directions: Place quotation marks where needed in the following sentences.

1. Darlene, said Joe, have you seen my blue sweater?
2. Have you read the poem, Dover Beach, by Matthew Arnold?
3. Linda asked, Does the whole class have to do this assignment?
4. What we have here, said the warden, is a failure to communicate!
5. Can you tell me how to get to the police station? asked the stranger.
6 Mary asked whether there were more boys or girls in the class.
7. Has anyone here read the short story, The Three Strangers ? the teacher asked.
8. Please, she pleaded, her eyes full of tears, don't tell him I told you!
9. Did Paul Revere really say, The Redcoats are coming ? she asked.
10. I wish, sighed Carol, that there were more hours in a day.
11. I've never, she declared, heard America the Beautiful sung so well.
12. Corey, said the coach, don't shoot unless you know you can make it.
13. Miss Hunt, did you want us to take notes? asked one of the students.
14. Please listen quietly while I read The Song of Hiawatha, said our teacher.
15. Donna asked, Have you ever heard Barbra Streisand sing Cry Me a River ?
16. How was school today, Angie? asked her mother.
17. I have observed, said Professor Markham, that students who come to class regularly do much better on the exams.
18. The governor announced that the county had been declared a disaster area.
19. I will, he promised, do everything in my power to help.
20. The principal announced, School will be dismissed one hour early.
21. There is, said Bob, a lot of truth to the saying, Time heals all wounds .
22. Marie shouted, Don't walk out on that ice!

UNIT TWO: PUNCTUATION

EXERCISES: APOSTROPHES

Directions: Place an apostrophe where needed in the following sentences.

1. Ive looked everywhere, but I cant find Barbaras book.
2. Bill had more As than Greg on his report card, but Johns was the best of the three.
3. Can you tell me where to find the ladies lounge?
4. "No, I havent seen Jacks keys," said Sara.
5. The boys coats were thrown in a pile next to the field.
6. The womens organization of the church had a rummage sale.
7. Bettys little sister is riding Sandras pony.
8. Its a perfect day for the childrens picnic.
9. Theyve found the Andersons kitten!
10. The girls basketball team won all but one of its games.
11. The governments first responsibility is to its citizens.
12. How many ss are in Mississippi?
13. Im ready to sell my car; its seats are torn, and its not running well.
14. Im sure you think this book is yours, but its really mine.
15. His parents car was stolen from in front of the Johnsons house.
16. Many community colleges were built in the 1960s.
17. Its the universitys policy not to give any Fs on final reports.
18. Dorothys brother-in-laws daughter has married the mayors son.
19. Though the car is hers, she needs her parents permission to drive it.
20. I realized Id marked mostly 2s and 3s on my answer sheet.
21. The childrens behavior was excellent during the classslong field trip.
22. The victory was theirs; theyd worked long and hard for it.
23. I havent seen Cheryls new kitten yet, but Ive heard its adorable.
24. All of the cities mayors met in Washington, D.C., to discuss their concerns.
25. The full extent of the earthquakes damage will not be known for weeks.

UNIT TWO: PUNCTUATION

EXERCISES: COLONS AND SEMICOLONS

Directions: Place colons and semicolons where needed in the following sentences.

1. After the game, the team will raffle off the following items a basketball, a pair of men's basketall shoes, three T-shirts, and an autographed photograph of Karim Abdul Jabbar.

2. The restaurant service was slow however, the food was delicious, so it was well worth the wait.

3. The twins were born on Thursday, May 11, at 2 05 and 2 08 in the morning.

4. Construction work on the new mall has been unusually slow as a result, the new stores will not open for at least another month.

5. He gave me only a few small shreds of information about the accident otherwise, I would have been able to write a more detailed report.

6. Which of the following cities has the largest population New York, Chicago, Los Angeles, or Dallas?

7. The minister read a passage from Job 2 10.

8. Christy did not finish her chores this afternoon therefore, she will not be able to go to the dance tonight.

9. Class will be dismissed at 3 30 P.M. instead of the usual 4 00.

10. It has been an unusually dry year consequently, a water shortage appears likely.

11. Diane made a list of things she would need for the party paper plates, foam cups, plastic forks and knives, and paper napkins.

12. The weatherman has predicted rain for the entire weekend nevertheless, we will go ahead with our plans for the company picnic.

13. We were used to winter snowstorms however, we were unprepared for the one that hit us last December.

14. I would like more information on the following programs nursing, carpentry, marine biology, welding, and court reporting.

15. The movie was excellent in fact, it was one of the best I've ever seen.

16. John stayed up until 2 30 watching television consequently, he was tired at school the next day.

UNIT TWO: PUNCTUATION

REVIEW EXERCISES

Directions: Place the appropriate punctuation marks where needed in the following sentences.

1. I hadnt seen Paris France before and I was unprepared for its beauty and charm

2. Donna sighed Ive looked everywhere but I still cant find my car keys

3. Our new kitten Tabatha can be very mischievous therefore we lock her in the laundry room when were gone during the day

4. Although wed been hiking all day we werent too tired to cook a delicious camp meal

5. Did you say Jennifers baby weighed 9 lbs 6 oz at birth

6. Dr E M Bassett began his speech by asking Has anyone here ever wanted to be wealthy

7. Dorothys uncles new car was exactly like the Richardsons

8. On February 10 1965 Ted began his new job and on the same day his daughter was born at 5 10 P.M.

9. Look Susan cried Theres another shooting star

10. Have you seen the new childrens library asked the attendant

11. The citys improvement campaign will concentrate on the follow ing neighborhoods Benson Heights Covington Eastside and River side

12. We read James Baldwins short story Notes of a Native Son

13. No Ive never been to Denver Colorado said Sheila but Ive seen Aspen and its beautiful

14. Since the Jonessfamily car had broken down they had to ride the bus for a week

15. The storms damage was extensive however our cabin and its new deck remained intact

16. Ed have you seen Waynes new car asked Steve

17. Hed never forget the events that took place on Tuesday June 10 at 7 30 in the morning

18. It is in my opinion our countrys greatest responsibility said the senator.

UNIT TWO: PUNCTUATION

POST-TEST

Directions: Place the appropriate punctuation marks where needed in the following sentences.

1. Help cried Darryls little brother My foots stuck

2. Class have you all finished reading the poem Into the Night asked the teacher

3. The club will gladly accept the following items good used clothing books useable dishes and anything else youd like to donate

4. Its supposed to be nice all weekend however theres always the chance it might rain

5. The schools Valentines Day party will be on Friday February 14 at 1 30 in the afternoon

6. After youve seen todays play please write down some thoughts ideas and feelings you might have about its overall impact

7. The rock groups plane wasnt able to land in the fog therefore tonights concert will be canceled

8. Paul made a list of things hed need for next weeks party pop ice cream plates cups and plastic forks and spoons

9. The boys football uniforms were clean but their shoes were still caked with mud

10. Its my pleasure ladies and gentlemen to introduce tonights guest said the talk-show host Johnny Carson

11. Dorothy who is in her sixties got her GED last year and now gets As and Bs in regular college courses

12. Judys sisters baby weighed 8 lbs 10 oz and was born at 5 09 in the morning

13. I cant imagine said Angies mother how anyones room could get so messy

14. All three families children went to the same school

15. I hadnt seen Scotts kitten in over a month nevertheless I recognized it instantly by its distinctively white paws

16. Sonja borrowed her parents car for Saturdays dance

17. Dr T J Bryant is known as a childrens dentist but he also works well with adults

18. I havent yet seen the videotape said Ms Caldwell but Im sure yesterdays play was a success

UNIT TWO: PUNCTUATION

ANSWER KEY

Pre-Test

1. Greg, please close the door.
2. Have you ever seen the mission in Santa Barbara, California?
3. Watch out for that truck!
4. They brought sandwiches, pop, fruit, cookies, and potato chips to the party.
5. Ron, who is only fifteen, is already 6 ft. 2 in. tall.
6. The first national holiday honoring Dr. Martin Luther King's birthday was on January 20, 1986.
7. No, John isn't home right now, but I'll tell him you called.
8. "If you want to pass the test," the teacher said, "you'd better study hard."
9. The road to the top was winding and dangerous; however, the view made it well worth the trip.
10. Please bring the following items to class: a pencil, paper, and at least one eraser.
11. Could you please direct me to the ladies' lounge?
12. When the fire had finally died out, we all went to bed.
13. Although the dance was over at midnight, we didn't get home until 12:30.
14. Greg said, "It's a perfect day to go skiing."
15. The women's team, moreover, beat the men's team three out of four games.
16. "I don't like this restaurant!" he shouted angrily.
17. Sara Jensen wrote an article entitled, "Living Cheaply in the Suburbs."
18. Her son was born on Sunday, June 30, 1963, in San Jose, California.
19. We wanted to work in the yard, but the rain kept us indoors all day.
20. "Wow! Did you see that shooting star?" I asked.
21. "Well, I guess that ends today's lesson," said Prof. Jameson.
22. Our secretary, Linda M. Smith, typed the report on travel in Budapest for us.

Exercises: End Punctuation

1. period (.)
2. question mark (?)
3. exclamation point (!)
4. period (.)
5. question mark (?)
6. exclamation point (!)
7. period (.)
8. period (.)
9. question mark (?)
10. period (.)
11. exclamation point (!)
12. question mark (?)
13. period (.)
14. period (.)
15. period (.)
16. question mark (?)
17. period (.)
18. period (.)
19. question mark (?)
20. period (.)
21. period (.)
22. exclamation point (!)
23. question mark (?)
24. period (.)
25. question mark (?)

EXERCISES: Commas

Place commas after these words:

1. lunch
2. dog, hound
3. Toledo, Ohio, Baton Rouge, Louisiana
4. roses, nasturtiums, pansies, daisies
5. aunt, now
6. jokes
7. 22
8. Yes
9. asked
10. gentlemen
11. people, however
12. chores
13. Maria, class, Frankfurt
14. Idaho, Montana, Wyoming, Colorado
15. house, neighborhood
16. leader
17. 21, 24
18. No, tonight
19. obvious, Michael
20. decision, moreover
21. afternoon
22. Sheila, school
23. trees, logs
24. Gwen, fall
25. day
26. Please, said

Exercises: Quotation Marks

1. "Darlene," said Joe, "have you seen my blue sweater?"
2. Have you read the poem, "Dover Beach," by Matthew Arnold?
3. Linda asked, "Does the whole class have to do this assignment?"
4. "What we have here," said the warden, "is a failure to communicate!"
5. "Can you tell me how to get to the police station?" asked the stranger.
6. correct
7. "Has anyone here read the short story, 'The Three Strangers'?" the teacher asked.
8. "Please," she pleaded, her eyes full of tears, "don't tell him I told you!"
9. "Did Paul Revere really say, 'The Redcoats are coming'?" she asked.
10. "I wish," sighed Carol, "that there were more hours in a day."
11. "I've never," she declared, "heard 'America the Beautiful' sung so well."
12. "Corey," said the coach, "don't shoot unless you know you can make it."
13. "Miss Hunt, did you want us to take notes?" asked one of the students.
14. "Please listen quietly while I read 'The Song of Hiawatha'," said our teacher.
15. Donna asked, "Have you ever heard Barbra Streisand sing 'Cry Me a River'?"
16. "How was school today, Angie?" asked her mother.
17. "I have observed," said Professor Markham, "that students who come to class regularly do much better on the exams."
18. correct
19. "I will," he promised, "do everything in my power to help."
20. The principal announced, "School will be dismissed one hour early."
21. "There is," said Bob, "a lot of truth to the saying, 'Time heals all wounds.'"
22. Marie shouted, "Don't walk out on that ice!"

Exercises: Apostrophes

1. I've, can't, Barbara's
2. A's, John's
3. ladies'
4. haven't, Jack's
5. boys'
6. women's
7. Betty's, Sandra's
8. It's, children's
9. They've, Andersons'
10. girls'
11. government's
12. s's
13. I'm, it's (not running well.)
14. I'm, it's
15. parents', Johnsons'
16. 1960's
17. It's, university's, F's
18. Dorothy's, brother-in-law's, mayor's
19. parents'
20. I'd, 2's, 3's
21. children's, class's OR class'
22. they'd
23. haven't, Cheryl's, I've, it's
24. cities'
25. earthquake's

Exercises: Colons and Semicolons

1. colon after items
2. semicolon after slow
3. colons in 2:05 and 2:08
4. semicolon after slow
5. semicolon after accident
6. colon after population
7. colon in Job 2:10
8. semicolon after afternoon
9. colons in 3:30 and 4:00
10. semicolon after year
11. colon after party
12. semicolon after weekend
13. semicolon after snowstorms
14. colon after programs
15. semicolon after excellent
16. colon in 2:30, semicolon after television

Review Exercises

1. I hadn't seen Paris, France, before, and I was unprepared for its beauty and charm.
2. Donna sighed, "I've looked everywhere, but I still can't find my car keys."
3. Our new kitten, Tabatha, can be very mischievous; therefore, we lock her in the laundry room when we're gone during the day.
4. Although we'd been hiking all day, we weren't too tired to cook a delicious camp meal.
5. Did you say Jennifer's baby weighed 9 lbs. 6 oz. at birth?
6. Dr. E.M. Bassett began his speech by asking, "Has anyone here ever wanted to be wealthy?"
7. Dorothy's uncle's new car was exactly like the Richardsons'.
8. On February 10, 1965, Ted began his new job, and on the same day his daughter was born at 5:10 P.M.
9. "Look!" Susan cried. "There's another shooting star!"
10. "Have you seen the new children's library?" asked the attendant.
11. The city's improvement campaign will concentrate on the following neighborhoods: Benson Heights, Covington, Eastside, and Riverside.
12. We read James Baldwin's short story, "Notes of a Native Son."
13. "No, I've never been to Denver, Colorado," said Sheila, "but I've seen Aspen, and it's beautiful."
14. Since the Jones's family car had broken down, they had to ride the bus for a week.
15. The storm's damage was extensive; however, our cabin and its new deck remained intact.

16. "Ed, have you seen Wayne's new car?" asked Steve.
17. He'd never forget the events that took place on Tuesday, June 10, at 7:30 in the morning.
18. "It is, in my opinion, our country's greatest responsibility," said the senator.

Post-Test

1. "Help!" cried Darryl's little brother. "My foot's stuck!"
2. "Class, have you all finished reading the poem, 'Into the Night'?" asked the teacher.
3. The club will gladly accept the following items: good used clothing, books, useable dishes, and anything else you'd like to donate.
4. It's supposed to be nice all weekend; however, there's always the chance it might rain.
5. The school's Valentine's Day party will be on Friday, February 14, at 1:30 in the afternoon.
6. After you've seen today's play, please write down some thoughts and feelings you might have about its overall impact.
7. The rock group's plane wasn't able to land in the fog; therefore, tonight's concert will be cancelled.
8. Paul made a list of things he'd need for next week's party: pop, ice cream, plates, cups, and plastic forks and spoons.
9. The boys' football uniforms were clean, but their shoes were still caked with mud.
10. "It's my pleasure, ladies and gentlemen, to introduce tonight's guest," said the talk-show host, Johnny Carson.
11. Dorothy, who is in her sixties, got her GED last year and now gets A's and B's in regular college courses.
12. Judy's sister's baby weighed 8 lbs. 10 oz. and was born at 5:09 in the morning.
13. "I can't imagine," said Angie's mother, "how anyone's room could get so messy!"
14. All three families' children went to the same school.
15. I hadn't seen Scott's kitten in over a month; nevertheless, I recognized it instantly by its distinctively white paws.
16. Sonja borrowed her parents' car for Saturday's dance.
17. Dr. T. J. Bryant is known as a children's dentist, but he also works well with adults.
18. "I haven't yet seen the videotape," said Ms. Caldwell, "but I'm sure yesterday's play was a success."

UNIT THREE: VERB TENSE

PRE-TEST

Directions: Fill in the blanks with the correct form of the verb in parentheses for each of the following sentences.

1. (drive) Every day, Dorothy _____ her daughters to the day care center.

2. (rise) For the past six years rents _____.

3. (go, stay) Virginia _____ to Hawaii last month and _____ with her husband's family.

4. (have) We _____ more fun if it were not for all the work we have to do.

5. (win) If the referees had been more lenient, we _____ the game.

6. (be) Things _____ better tomorrow.

7. (ask) I'm sure Michael would have helped us if we _____ him.

8. (improve) If she were happier, it _____ her personality.

9. (forbid) He took his parents' car, although he had been _____ to drive it.

10. (buy) We should have _____ more pop for the party.

11. (study) I have been _____ French for three years.

12. (swear, do) The players were very upset, and if they could _____, they would surely have _____so in their anger.

13. (know) If he _____, he would have stayed home last night.

14. (grow) The Indians _____ corn for centuries before the first settlers arrived.

15. (sound) If the band had rehearsed longer, it _____ better.

16. (pass) He _____ the test if he had studied.

17. (finish, arrive) I _____ my homework when my friend _____.

18. (play) The team _____ together for more than a yearnow.

19. (be) I _____ at the meeting if I'd known about it.

UNIT THREE: VERB TENSE

RULES

1. Use the present tense for an action that is presently occurring or that occurs regularly.

   EXAMPLES: The dogs are barking at the mailman. (presently occurring)
   Denise is cleaning her room now.
   She rides her bicycle every day. (occurs regularly)
   Roberto and Paula dance beautifully together.

2. Use the simple past tense for an action that has been completed and does not continue into the present. The past tense of regular verbs is formed by adding -ed to the present form. The past tense of irregular verbs varies; for example: go, went.

   EXAMPLES: Stacy played very well in last night's game.
   My uncle prepared a delicious dinner.
   Ed caught the fly ball with one hand.

3. Use the present perfect tense for an action that occurred at some time in the past and may continue into the present. This tense is formed by using have or has with the past participle.

   EXAMPLES: He has studied hard all quarter.
   They have worked together for six years.
   She has gone to Europe to research her novel.

4. Use the past perfect tense to express the first of two actions that occurred in the past. This tense indicates that one of the actions occurred before the other one did. It is formed by using had with the past participle.

   EXAMPLES: The band had played three songs before we arrived.
   He thought that she had left the party earlier.
   I hoped that he had not caught my cold during his visit.

5. Use the future tense for an action that will occur at some time after the present moment. This tense is formed by using the word will with the present tense.

   EXAMPLE: I will call you back in an hour.

6. Use the conditional tense to express an action that depends on another action or condition in order to occur. This tense always includes the word would before either the present or the present perfect tense of a regular or irregular verb. Use would plus the present tense if the action or condition is in the present; use would plus the present perfect tense if the action or condition is in the past.

   EXAMPLES: My grandmother would read more if she had better eyesight.
   If I practiced longer, I would be a better player.
   Susan would have applied for the job if she had seen the notice on the bulletin board.
   If John had known about the construction on the old highway, he would have taken a different route.

UNIT THREE: VERB TENSE

EXERCISES

Directions: Fill in the blanks with the correct form of the verb in parentheses for each of the following sentences.

1. (buy) If I had known it was a formal affair, I _____ a long dress.
2. (sit, eat) The children _____ at the table until the last bit of cake was _____.
3. (feel, do, be) Now that he is rich, he doesn't _____ any different than he _____when he _____poor.
4. (shake) She _____ hands with people she had never met.
5. (drive) They said that they had _____ over 500 miles that day.
6. (pay, arrive) I _____my bills as soon as my paycheck _____.
7. (see) She was sure that she _____ him somewhere before.
8. (get) If you study, you _____ a good grade.
9. (get) If you had studied, you _____ a good grade.
10. (wear) When I tried on my old blue jeans, I noticed that they _____ out in the knees.
11. (study) If I _____ harder, I would have passed the test.
12. (be, sleep) She _____ so tired last night that she _____ for ten hours.
13. (rob) They _____ the store if the police had not shown up.
14. (get) If Tom were qualified, he _____ the job.
15. (go) Anita _____ to the public market each week to shop.
16. (begin) The party _____ hours before we arrived.
17. (know) I _____ him for the past six years.
18. (run) If Sara _____ for president of the club, I'm sure she would have won.
19. (see) I _____ that movie four times, and may see it again.
20. (have, buy) Ted _____ six fish now, and _____ three more next week.

UNIT THREE: VERB TENSE

POST-TEST

Directions: Cross out the incorrect form of the verb in parentheses in the following sentences.

1. For at least a hundred years before Darwin's book made evolution a household word, scientists (have, had) been discussing the theory.

2. The stockholders' meeting (will be, to be) held this afternoon.

3. Yesterday Louise (wore, has worn) her new outfit to school.

4. Have you ever (saw, seen) the Empire State Building?

5. If I had remembered her birthday, I (would send, would have sent) her a card.

6. Donna and Laurie (knew, have known) each other since they were in kindergarten.

7. If he (had completed, completed) the course, he would have been eligible for the position.

8. Last month the company (has made, made) over $3,000 in profits.

9. Edward (was, has been) happy since he found out his test scores.

10. If we had finished our work earlier, we (could go, could have gone) to the movie this afternoon.

11. I had just finished my homework when my friends (arrived, had arrived).

12. If the courts weren't so wet, we (could play, could have played) tennis.

13. Susan has scored over 90% on every test she (took, has taken) so far this quarter.

14. At the track meet last week, Greg(finished, has finished) the 800-meter run in just under two minutes.

15. If it doesn't rain this afternoon, the baseball team (will play, would have played) its final game of the season.

16. When Jessie saw her GED certificate, she realized that her dream (has come, had come) true.

17. They probably would have won if so many of their players (weren't, hadn't been) sick.

18. Since moving to the United States ten years ago, Maria (lived, has lived) in many different cities.

19. She was afraid that she (left, had left) her purse on the bus.

20. Every student in the class (passed, has passed) last week's test.

UNIT THREE: VERB TENSE

ANSWER KEY

Pre-Test

1. drives
2. have risen
3. went, stayed
4. would have
5. would have won
6. will be
7. had asked
8. would improve
9. forbidden
10. bought
11. studying
12. have sworn, done
13. had known
14. had grown
15. would have sounded
16. would have passed
17. had finished, arrived
18. has played
19. would have been

Exercises

1. would have bought
2. sat, eaten
3. feel, did, was
4. shook
5. driven
6. pay, arrives OR paid, arrived
7. had seen
8. will get
9. would have gotten
10. had worn
11. had studied
12. was, slept
13. would have robbed
14. would get
15. goes
16. had begun
17. have known
18. had run
19. have seen
20. has, will buy

Post-Test

The correct form of the verb is:

1. had
2. will be
3. wore
4. seen
5. would have sent
6. have known
7. had completed
8. made
9. has been
10. could have gone
11. arrived
12. could play
13. has taken
14. finished
15. will play
16. had come
17. hadn't been
18. has lived
19. had left
20. passed

UNIT FOUR: SUBJECT-VERB AGREEMENT

PRE-TEST

Directions: Choose the correct verb form in each of the following sentences.

1. One of the football players (have, has) been injured.
2. Neither of the girls (is, are) going to the dance.
3. None of my friends (like, likes) classical music.
4. One of my neighbors (drive, drives) a Ferrari.
5. The mountains in Switzerland (is, are) very high and beautiful.
6. Many a student (have, has) enrolled in other classes at the college.
7. Neither the students nor the teacher (know, knows) the answer to the last problem.
8. Measles (is, are) one of the diseases that can be prevented by immunization.
9. There (weren't, wasn't) any cereal or milk left for breakfast.
10. Red beans and rice (is, are) a common dish in the South.
11. Either the players or the coach (plan, plans) the party at the end of the season.
12. Oranges and lemons (is, are) grown in both California and Florida.
13. Each of the students (were, was) given an exam at the end of the quarter.
14. Sara felt that two years (was, were) a long time to spend away from home.
15. All of the students (was, were) working hard to pass the GED.
16. Either the spring or the summer months (is, are) a good time to vacation in the Caribbean.
17. Mathematics (were, was) always my most difficult subject.
18. The mayor, along with several other community leaders, (is, are) planning a trip to Washington, D.C., in the spring.
19. There (is, are) neither enough food nor clothing for many of the victims of last month's earthquake.
20. Many a student (pass, passes) the GED before the quarter ends.
21. Three-quarters of my paycheck (were, was) spent before I got home.

UNIT FOUR: SUBJECT-VERB AGREEMENT RULES

The verb in a sentence must agree in number with its subject. Generally, when a singular subject is used with a singular verb, only the verb ends in s.

EXAMPLE: The police officer arrests the protestors.
Air pollution harms your lungs.

When a plural subject is used with a plural verb, only the subject can end in s.

EXAMPLE: Fresh peaches taste delicious
The students welcome vacation.

The following rules will help determine whether the subject and verb should be singular or plural.

1. These pronoun subjects are singular and need a singular verb:

each	many a	everyone	anyone
either	neither	one	no one
nobody	someone	somebody	everybody

EXAMPLES: Each of the leaders has his own plan for peace.
Nobody likes a poor sport.

2. Words stating amounts or units (of time, money, weight, measurement, volume, fractions) are usually singular.

EXAMPLES: Seventy-five dollars is not a lot to spend on food.
Four weeks is a long time to wait for a reply.

3. The title of a book, a story, a movie, or a work of art takes a singular verb, even if it ends in s.

EXAMPLE:: Hard Times is the name of a collection of short stories.

4. Some subjects that are singular have plural endings and need a singular verb.

mumps	home economics	social studies	economics
measles	calisthenics	statistics	civics
physics	gymnastics	phonics	news
acrobatics	aesthetics	thesis	mathematics

EXAMPLE: Gymnastics is a very demanding sport.

5. These pronoun subjects always take a plural verb:

several, few, both, many (but not many a)

EXAMPLE: Few were available for an interview.

6. Subjects joined by and usually take a plural verb, except when they are considered as a unit.

   EXAMPLES: Greg and Byron ride to school together.
   But: Red beans and rice is a popular Southern dish.

7. These pronoun subjects may be singular or plural depending on whether they refer to a singular or plural word:

   some. all, most, none

   EXAMPLES: Most of the students come to class on time.
   Some of the money has not yet been recovered.

8. When two subjects are joined by or or nor, the verb agrees with the nearer subject.

   EXAMPLES: Neither Angie nor her friends want to see the movie.
   Either the lawyers or the judge is wrong.
   Neither Eddie nor David wants the band reunited.

UNIT FOUR: SUBJECT-VERB AGREEMENT

EXERCISES

Directions: Choose the correct verb form in each of the following sentences.

1. None of my friends (have, has) enough money for the concert.
2. The Winds of War (are, is) one of the best books I've ever read.
3. Both the players and the coach (agrees, agree) that the referee was fair.
4. Many a student (have, has) complained that the work is too hard.
5. Neither the store nor its customers (have, has) complained about the increased sales tax.
6. Peanut butter and jelly (is, are) a popular sandwich combination.
7. Three-fourth of the class (is, are) ready to take the GED.
8. Mathematics (are, is) a subject that causes some people a lot of anxiety.
9. Most of the inmates (is, are) being released.
10. Some believe two years (are, is) a long time to study for the GED.
11. Neither of the children (are, is) happy about the situation.
12. Some of the stolen articles (has, have) been recovered.
13. Nobody (come, comes) to the meetings anymore.
14. The charge of assault and battery (is, are) considered serious.
15. Few (is, are) they who know exactly where life is taking them.
16. Either June or July (are, is) a good time to travel in the San Juan Islands.
17. Everybody (has, have) a different way to make the job less boring.
18. There (is, are) neither food nor medical supplies enough for everyone in the village.
19. None of this fruit (are, is) for sale.
20. Seven days (is, are) a long time to be absent from school.
21. Each one of us (are, is) responsible to himself alone.
22. Mumps (are, is) one of the childhood diseases that can now be prevented.
23. Both Gordon and Gerald (have, has) a license to drive.

UNIT FOUR: SUBJECT-VERB AGREEMENT

POST-TEST

1. Many a mother (have, has) lain awake at night worrying about her child's health.

2. Two months (is, are) a long time for a child to be away from home.

3. Strange Tales (are, is) a book that is best read at night.

4. Tom feels that economics (is, are) the best subject to study to prepare for a career in business.

5. Both the old man and his dog always (takes, take) a walk in the afternoon.

6. Breaking and entering (are, is) the charge that has been brought against him.

7. Some of the jurors still (disagrees, disagree) on the verdict.

8. Neither the mayor nor the council members (wants, want) the old building torn down.

9. Most of the food (have, has) already been distributed.

10. Elizabeth and Joanne (jog, jogs) six miles every day.

11. Many (finds, find) backpacking much too strenuous for them.

12. Calisthenics (strengthens, strengthen) the muscles and (tone, tones) the body.

13. Either of the restaurants (sound, sounds) like a good choice for dinner tonight.

14. "Memories of a Missouri Farm" (is, are) part of Mark Twain's Autobiography.

15. Neither the players nor the coach (have, has) an explanation for last night's losing game.

16. Each of the children (are, is) responsible for part of the housework.

17. Three-fourths of my paycheck (is, are) spent before I even receive it.

18. Everybody (need, needs) some time for total relaxation.

19. Both the board and the faculty (agree, agrees) that the needs of the students come first.

20. Neither foods with artificial flavors nor white bread (is, are) sold in health food stores.

UNIT FOUR: SUBJECT-VERB AGREEMENT

ANSWER KEY

Pre-Test

The correct form of the verb is:

1. has
2. is
3. like
4. drives
5. are
6. has
7. knows
8. is
9. wasn't
10. is
11. plans
12. are
13. was
14. was
15. were
16. are
17. was
18. is
19. is
20. passes
21. was

Exercises

The correct form of the verb is:

1. have
2. is
3. agree
4. has
5. have
6. is
7. is
8. is
9. are
10. is
11. is
12. have
13. comes
14. is
15. are
16. is
17. has
18. is
19. is
20. is
21. is
22. is
23. have

Post-Test

The correct form of the verb is:

1. has
2. is
3. is
4. is
5. take
6. is
7. disagree
8. want
9. has
10. jog
11. find
12. strengthens
13. sounds
14. is
15. has
16. is
17. is
18. needs
19. agree
20. is

UNIT FIVE: PRONOUNS

PRE-TEST

Directions: Cross out the incorrect pronoun in parentheses in each of the following sentences.

1. Jose is better at English than (I, me).
2. Karla and Julie had only three dollars between (they, them).
3. I went to the concert to hear (his, him) singing, not the audience's laughing.
4. Between you and (I, me), I think she's the best player here.
5. Josephine and (she, her) are sharing the rent on the apartment.
6. Did you tell the girls to bring (her, their) sleeping bags?
7. (Whom, Who) would you rather speak to first?
8. The bird broke (it's, its) wing when it hit the window.
9. It was (I, me) who called you so late last night.
10. My aunt took Stacy and (me, I) with her to Macy's sale.
11. The boy's mother told (I, me) to watch (he, him) carefully while she was away.
12. Angie can play the trumpet much better than (her, she).
13. The doctor gave (him, he) and (I, me) an appointment.
14. Do you know (who's, whose) watch this is?
15. The camp counselor told each of the boys to describe (their, his) past camping experiences.
16. Everyone must bring (their, his or her) own lunch.
17. She asked for you and (me, I).
18. They invited (we, us) to go with (them, they) to the party,
19. To (who, whom) is that letter addressed?
20. Have you ever gone skiing with Brian and (he, him)?
21. Was it (she, her) who won the prize?
22. No one should comb (their, his or her) hair in public.
23. There was a misunderstanding between (she, her) and (me, I).

UNIT FIVE: PRONOUNS

RULES

A PRONOUN is a word that takes the place of a noun. Read these two sentences:

Lucy bought a new dress last week.
She bought it on sale at Nordstrom's.

In the second sentence, the pronouns she and it take the place of the words Lucy and dress. Another example:

Peter gave some flowers to Ellen.
He gave them to her on Valentine's Day.

There are three types of pronouns.

The SUBJECT PRONOUNS are:

I	he	it	they
you	she	we	who

These subject pronouns are used:

1. as the subject of a sentence (usually come before the verb).

   EXAMPLES: She and I play basketball together once a week.
   They won the game yesterday.
   Who is running for president in the next election?

2. after a form of the verb to be.

   EXAMPLES: I wish it were she.
   Among the players chosen were Marie and I.
   The man in the front row could be he.

3. to complete a comparison.

   EXAMPLES: John has more money than he. (...than he has.)
   We were more aggressive than they. (... than they were.)

The OBJECT PRONOUNS are:

me	him	it	them
you	her	us	whom

These object pronouns are used:

1. as the object of a verb, that is, as the receiver of the action of the verb.

   EXAMPLES: The Smiths invited us to dinner on Friday.
   The referee threw him and me out of the game.
   Whom is Carla bringing home with her?

2. as the object of a preposition.

EXAMPLES: Earl went with them to the meeting.
Mom made a new dress for me.
With whom did you go to the dance?

The POSSESSIVE PRONOUNS are:

my, mine	his	its	their, theirs
your, yours	her, hers	our, ours	whose

These possessive pronouns are used:

1. to show possession or ownership. Do not use an apostrophe with possessive pronouns.

EXAMPLES: Their house is on the corner.
The blue house with the white porch is theirs.
My book was stolen three days ago.
The book you found is probably mine.
I don't know whose notebook this is.
Maybe its owner will find it if I leave it here.

2. before a verb ending in -ing which is used as a noun.

EXAMPLES: I don't mind his eating in front of me.
Your constant complaining is getting on my nerves.
Whose writing is the neatest in the class?

A pronoun must agree in person, number, and gender with its antecedent, that is, with the word it takes the place of.

EXAMPLES: John has his own way of doing things. (In this sentence, his is the third-person, singular, masculine pronoun for John.)
Each of the sisters wants her own room.
Neither of the witnesses wants his name revealed.
Each player should bring his completed form to the first practice.
The family agreed to have its picture taken. (Family is a singular collective noun.)
Many students bought their books at the used-book sale.
Tell every girl on the team to bring her picture money to the next practice.

These pronouns are singular:

anybody	either	nobody	someone
anyone	everybody	no one	every one
another	everyone	one	
each	neither	somebody	

EXERCISES: PRONOUN USAGE

Directions: Cross out the incorrect pronoun in parentheses in each of the following sentences.

1. When we argue about pronunciation, often the only one wrong is (I, me).
2. Jerry is going to the dance with (her, she).
3. Shari and (he, him) are paying for the dinner.
4. Do you mind (his, him) coming with Ellen and (me, I)?
5. We planned the entire trip for (they, them).
6. (We, Us) women have often had to defend our positions on this issue.
7. The dog was still except for (it's, its) wagging tail.
8. My friends and (me, I) are going to the party together.
9. Andrea definitely pitches better than (her, she).
10. It was (she, her) who won the prize.
11. Angela was sitting between Stephen and (I, me).
12. I'd been wondering if it were (she, her).
13. What do you think of (him, his) singing?
14. Sophia is a better player than (me, I), but she doesn't practice as hard as (me, I).
15. I was very shocked to hear that it was (him, he) in jail.
16. (You, Your) smoking does not help your relationship with some of the other students.
17. Greg and (him, he) jog together every evening.
18. I find (his, him) constant laughing annoying.
19. Our neighbors will let you and (I, me) use their tennis court.
20. (She, Her) and (me, I) ran two miles this morning.
21. Darlene and (she, her) worked all day on the project.
22. Have you ever played tennis with Randy and (she, her)?
23. Dad won't let Bonnie or (me, I) drive his new truck.
24. Our boss wants Sheila and (I, me) to work late tonight.

EXERCISES: WHO, WHOM, AND WHOSE

Directions: Cross out the incorrect pronoun in parentheses in each of the following sentences.

1. (Who, Whom) does he want to take his place?
2. The person to (who, whom) I wrote the letter should answer soon.
3. (Who's, Whose) dirty mittens are these?
4. To (whom, who) did you give my note?
5. (Whom,who) will we see there?
6. (Whose, Who's) idea was it to come early?
7. The instructor (who, whom) just spoke to you has been here since the college opened.
8. Is she the one (who, whom) you went out with last night?
9. (Who, Whom) was at the party at Kevin's?
10. I have a friend (who's, whose) dog just had puppies.
11. The man to (who, whom) I introduced you is my coach.
12. (Who's, whose) going with you to the beach?
13. (Who, Whom) will meet us at the train station?
14. You said the phone call was from (whom, who)?
15. It was not I (who, whom) called you this morning.
16. (Who, Whom) has been invited to speak at our next session?
17. (Whose, Who's) books are those on the back table?
18. From (who, whom) did you borrow this pen?
19. Don, (who, whom) raises prize rhododendrons, spoke to our garden club.
20. Any player (who, whom) is suspected of drug use will be required to take a medical exam.
21. The woman (who, whom) we met is a well-known novelist.
22. Do you know (who's, whose) birthday this holiday commemorates?
23. I need to know (who's, whose) driving to next week's game.

UNIT FIVE: PRONOUNS

EXERCISES: PRONOUN-ANTECEDENT AGREEMENT

Directions: Cross out the incorrect pronoun in parentheses in each of the following sentences.

1. Each girl should bring (their, her) own camping gear.
2. Every man at yesterday's meeting expressed (his,their) opinion.
3. Does each student have a copy of (their, his or her) test?
4. We should respect the family's right to (its, their) privacy.
4. The camp counselor assigned each boy (his, their) own bunk.
5. Each of the candidates was given five minutes to express (his, their) opinions on current issues.
6. Neither of the actresses wanted (their, her) picture in the tabloid.
7. Everyone has (their, his or her) own opinion of how the matter should have been handled.
8. Several of the women had begun (her, their) own businesses within the past year.
9. Each of the girls was given (her, their) diploma at the awards banquet.
10. Neither the supervisor nor the employee would give (their, his) reason for quitting.
11. If every student sells just one ticket to (their, his or her) family, the raffle will be a success.
12. It seems that nobody is willing to donate (his, their)time.
12. Somebody is sure to get (her, their) finger crushed if (she is, they are) not more careful.
13. Neither of the women wanted to acknowledge that (they, she) had worked hard for the Red Cross.
14. Either candidate will serve (his, their) community well.
15. Everybody is going to bring (his or her, their) own sandwiches for the picnic.
16. Everyone waited anxiously to hear the name of (his or her, their) relative read by the announcer.
17. Each student in the class gave (their, her) report.

UNIT FIVE: PRONOUNS

POST-TEST

Directions: Cross out the incorrect pronoun in parentheses in each of the following sentences.

1. The woman who came to your door yesterday afternoon could have been (her, she).
2. The professor invited my parents and (I, me) to attend the conference.
3. Each of the women was asked for (their, her) ideas on the arrangement of the flowers.
4. Would you like to go with Steve and (me, I) to the game?
5. I don't mind (your, you) coming with us, but please be ready on time.
6. Another of the guests actually brought (his, their) dog with him to the party.
7. Judy and (me, I) planned the event together.
8. The cat licked (its, it's) wounded paw and limped back home.
9. (Who, Whom) did you see at the concert?
10. I'm sure it was (her, she) who brought the delicious cake.
11. I do like (him, his) cooking, but I don't like the mess he makes.
12. Greg would not let Angie or (I, me) touch his new stereo.
13. Neither girl would admit that (she, they) was to blame.
14. Do you have any idea (whose, who's) car is parked out front?
15. Sean took the boys with (he, him) to the park.
16. Were Nick and (she, her) absent yesterday?
17. Somebody left (his, their) books lying on the table after class.
18. His parents told (him, he) to have the car back by eleven.
19. Each of the bikes had (their, its) tires slashed and (its, their) fenders torn off.
20. From (who, whom) did you get that information?
21. If you want, you may come to the luncheon with Darla and (I, me).
22. It took Jim and (me, I) three hours to paint the room.
23. By his test scores, I can tell that Eric studied harder than (me, I).

UNIT FIVE: PRONOUNS

ANSWER KEY

Pre-Test

The correct pronoun is:

1. I
2. them
3. his
4. me
5. she
6. their
7. Whom
8. its
9. I
10. me
11. me, him
12. she
13. him, me
14. whose
15. his
16. his or her
17. me
18. us, them
19. whom
20. him
21. she
22. his or her
23. her, me

Exercises: Pronoun Usage

The correct pronoun is:

1. I
2. her
3. he
4. his, me
5. them
6. We
7. its
8. I
9. she
10. she
11. me
12. she
13. his
14. I, I
15. he
16. Your
17. he
18. his
19. me
20. She, I
21. she
22. her
23. me
24. me

Exercises: Who, Whom, and Whose

The correct pronoun is:

1. Whom
2. whom
3. Whose
4. whom
5. Whom
6. Whose
7. who
8. whom
9. Who
10. whose
11. whom
12. Who's
13. Who
14. whom
15. who
16. Who
17. Whose
18. whom
19. who
20. who
21. whom
22. whose
23. who's

Exercises: Pronoun-Antecedent Agreement

The correct pronoun is:

1. her
2. his
3. his or her
4. his
5. his
6. her
7. his or her
8. their
9. her
10. his
11. his or her
12. her, she is
13. she
14. his
15. his or her
16. his or her
17. her

Post-Test

The correct pronoun is:

1. she
2. me
3. her
4. me
5. your
6. his
7. I
8. its
9. Whom
10. she
11. his
12. me
13. she
14. whose
15. him
16. she
17. his
18. him
19. its, its
20. whom
21. me
22. me
23. I

UNIT SIX: TROUBLESOME WORDS

PRE-TEST

1. She was badly sunburned from having (lain, laid) in the sun all afternoon.

2. You (may, can) (sit, set) next to each other if you are quiet.

3. The instructor would not allow students to (set, sit) next to window.

4. As the curtain (raised, rose), a hush fell over the audience.

5. Yesterday I (lay, laid) in bed all day with a sore back.

6. The boys had eaten everything that (lay, laid) on the table.

7. Please (sit, set) your projects on the table so I (can, may) see them all at the same time.

8. I was sure I had (lain, laid) my coat on the bed when I came.

9. The sun had (risen, raised), and many were already hard at work.

10. The little girl wanted to (set, sit) next to her friend.

11. The success of the meeting (lies, lays) with the committee.

12. (May, Can) I please see the report?

13. If I had (laid, lain) in bed much longer, I would surely have gone back to sleep.

14. The company will begin (lying, laying) off employees next month.

15. We watched the water (rise, raise) and worried about spring floods.

16. Please (sit, set) these chairs next to the window.

17. She is not able to (lie, lay) on her left side.

18. Everyone (sat, set) perfectly still and waited to hear the story.

19. The people in the courtroom (raised, rose) when the judge entered.

20. Let's (sit, set) on the riverbank and watch the fishermen (set, sit) out their nets.

21. Ken and Sara (lay, laid) a long time next to the pool.

22. Will you (rise, raise) the window and let some air in?

23. The curtain has (risen, raised) at eight-fifteen for each of this week's performances.

RULES FOR USING LIE AND LAY, SIT AND SET, RISE and RAISE

1. LIE and LAY

The verb to lie means to recline. Its forms are lie, lies, lay, lain, and lying.

EXAMPLES: I love to lie on the beach in the sun.
Yesterday I lay on the beach for three hours.
I have lain in the sun every day this week.
I was lying on the beach when the tide came in.

The verb to lay means to place. Its forms are lay, lays, laid, and laying. This verb has a direct object.

EXAMPLES: You may lay your coat on the bed.
Susan laid her purse next to the dresser.
Some of the guests have laid their coats in this room.
We are already laying plans for next year's festival.

2. SIT and SET

The verb to sit means to occupy a spot. Its forms are sit, sits, sat, sitting.

EXAMPLES: Would you like to sit in this chair?
Joan sits beside me in math class.
We sat in the front row during the performance.
She has been sitting in that chair all afternoon.

The verb to set means to put or place. Its forms are set, set, set, setting.

EXAMPLES: Please set this vase on the table so I can see it.
I set my clock back one hour.
I have set the table for six.
He was setting the plates on the counter when one broke.

3. RAISE and RISE

The verb to rise means to go up or move higher. Its forms are rise, rose, risen, rising.

EXAMPLES: We watched the river rise as the rain continued.
The audience rose when the speaker entered the room.
My rent has risen continually since I moved in.
The sun was just rising when we got up.

The verb to raise means to cause to go up or grow. Its forms are raise, raised, raised, raising.

EXAMPLES: Farmers in the Midwest raise lots of corn.
He raised enough money to send the team to Europe.
We have raised our club dues.
They have been raising horses for many years.

EXERCISES: LIE AND LAY

Directions: Fill in the correct form of the verb lie or lay on the blanks in each of the following sentences.

1. Those dirty clothes have _____ on the floor all week.
2. She has forgotten where she _____ the book.
3. Canada _____ to the north of the United States.
4. He has _____ in bed all day.
5. Please _____ these books on the table.
6. I'm sure I _____ my bracelet here yesterday.
7. I have _____ awake for hours the past few nights.
8. They _____ our new carpet yesterday.
9. Susan _____ out her clothes before she_____ down for a nap.
10. I _____ a long time in the sun by the swimming pool.
11. The uneaten pie _____ on the table all afternoon.
12. Where have you _____ my coat?
13. My books were _____ on the floor.
14. My grandfather _____ down to rest before dinner last night.
15. The work had _____ on her desk all week.
16. They have already _____ the new tile in the kitchen, and are now _____ the carpet in the family room.
17. American pioneers _____ the foundation for our country.
18. So you think we've _____ out in the sun long enough?
19. Who _____ these papers on my desk?
20. I think you should _____ down and rest after your long trip.
21. They have _____ on the beach in the sun all day.
22. Reluctantly, I _____ my book aside and answered the phone.
23. After the accident, he _____ in a coma for weeks.
24. Our dog likes to _____ on our bed when we're gone.
25. When the baby was asleep, she carefully_____ him in his bed.

UNIT SIX: TROUBLESOME WORDS

EXERCISES: SIT AND SET

Directions: Fill in the correct form of the verb sit or set on the blanks in each of the following sentences.

1. I have _____ at my typewriter for hours.
2. Please _____ those boxes over by the door.
3. I was sure I had _____ in his office for over an hour.
4. The girls, of course, like to _____ next to their friends.
5. They had _____ extra chairs in the back of the auditorium.
6. I have _____ in the new chair, and it is very comfortable.
7. Just _____ your purse on the bed for now.
8. If you had _____ your clock ahead, you wouldn't have been late.
9. I've been _____ here waiting for you for hours!
10. You should _____ out your clothes tonight, as we won't have much time in the morning.
11. She _____ the table with her finest table linens and her best dishes.
12. He _____ on the riverbank and watched as the sun went down.
13. After three long miles, we _____ down to rest.
14. If you _____ this here, you won't forget it when you leave.
15. Would you like to _____ next to the aisle?
16. The audience _____ quietly, waiting for the music to begin.
17. I was just _____ the table when the doorbell rang.
18. Have you been _____ here long?
19. If you _____ very still, you may see a deer walk by.
20. She had _____ eight places at the table, but only five showed up for dinner.
21. I had _____ there, fascinated, through the entire film.
22. I have _____ the chairs on the patio so we can _____ in the sun and talk.

UNIT SIX: TROUBLESOME WORDS

EXERCISES: RISE AND RAISE

Directions: Fill in the correct form of the verb rise or raise on the blanks in each of the following sentences.

1. I notice that Safeway has _____ the price of milk.
2. The sun had _____ by the time we arrived.
3. Did everyone in the courtroom _____ when the judge came in?
4. The club has _____ enough money to buy new uniforms.
5. We had _____ early for our fishing trip.
6. _____ the blinds and let the sun into the room.
7. We _____ corn, wheat, and alfalfa on our farm.
8. Alex _____ to his feet and _____ a question.
9. My aunt and uncle have been _____ chickens for twenty years.
10. The level of the river has been _____ for the past four days.
11. My salary has been _____ twice this year.
12. If the landlord _____ the rent again, I shall be forced to find a new apartment.
13. Taxes have _____ steadily over the past five years.
14. The bridge was _____ to allow the sailboat to pass under it.
15. The river had already _____ to flood stage by the time we arrived.
16. No one has ever _____ that question before.
17. The bread dough will _____ more quickly if you place it in a warm spot.
18. The latest issue _____ serious questions about the safety of our present facilities.
19. As the demand for his product _____, so did his prices.
20. The crime rate in this city has _____ considerably.
21. We watched as the scouts _____ the flag.

UNIT SIX: TROUBLESOME WORDS

POST-TEST

Directions; Cross out the incorrect form of the verb in parentheses in each of the following sentences.

1. After I (sit, set) these boxes down, I will (lie, lay) down and rest for a while.

2. I'm sure that we can (raise, rise) the money by the end of the month.

3. Your dog has (laid, lain) on our porch all morning.

4. He carefully (laid, lay) the package on the seat of the car.

5. As the temperature (raised, rose), people took off their jackets and (sat, set) them on their chairs beside them.

6. If you (set, sit) a goal, you will probably (rise, raise) the money.

7. He has (laid, lain) in bed for three days, his temperature constantly (raising, rising).

8. The children (set, sat) quietly, listening to their mother's story.

9. We should all (raise, rise) when the president enters.

10. I had just (lain, laid) the groceries down when the phone rang.

11. Has the bread dough (raised, risen) yet?

12. (Sit, Set) his plate where he has (sat, set) for the past four meals.

13. I'm sure our taxes will be (risen,raised) if the measure passes.

14. This morning I (lay, laid) in bed until the sun (raised, rose).

15. New rules have been (sat, set) by the committee.

16. When we had (sat, set) down to dinner, my brother (rose, raised) the subject of allowances.

17. I think you've (laid, lain) in the sun long enough!

18. He can't remember where he(laid, lay) his keys.

19. The dead fish had (raised, risen) to the top of the water.

20. The spectators (raised, rose) to their feet as the flag was (raised, risen).

21. He has been (laying, lying) on the couch all afternoon.

UNIT SIX: TROUBLESOME WORDS

ANSWER KEY

Pre-Test

The correct word is:

1. lain
2. may, sit
3. sit
4. rose
5. lay
6. lay
7. set, can
8. laid
9. risen
10. sit
11. lies
12. May
13. lain
14. laying
15. rise
16. set
17. lie
18. sat
19. rose
20. sit, set
21. lay
22. raise
23. risen

Exercises: Lie and Lay

The correct word is:

1. lain
2. laid
3. lies
4. lain
5. lay
6. laid
7. lain
8. laid
9. laid, lay
10. lay
11. lay
12. laid
13. lying
14. lay
15. lain
16. laid, laying
17. laid
18. lain
19. laid
20. lie
21. lain
22. laid
23. lay
24. lie
25. laid

Exercises: Sit and Set

The correct word is:

1. sat
2. set
3. sat
4. sit
5. set
6. sat
7. set
8. set
9. sitting
10. set
11. set
12. sat
13. sat
14. set
15. sit
16. sat
17. setting
18. sitting
19. sit
20. set
21. sat
22. set, sit

Exercises: Rise and Raise

The correct word is:

1. raised
2. risen
3. rise
4. raised
5. risen
6. Raise
7. raise (or raised)
8. rose, raised
9. raising
10. rising
11. raised
12. raises
13. risen
14. raised
15. risen
16. raised
17. rise
18. raises
19. rose
20. risen
21. raised

Post-Test

The correct word is:

1. set, lie
2. raise
3. lain
4. laid
5. rose, set
6. set, raise
7. lain, rising
8. sat
9. rise
10. laid
11. risen
12. Set, sat
13. raised
14. lay, rose
15. set
16. sat, raised
17. lain
18. laid
19. risen
20. rose, raised
21. lying

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

PRE-TEST

Directions: Cross out the incorrect adjective or adverb in each of the following sentences.

1. Drive (slow, slowly) when children are around.
2. We played (well, good), so we shouldn't feel (bad, badly) about losing the game.
3. Everyone in the family photograph looks (well, good).
4. They dance (beautifully, beautiful) together.
5. These baskets were woven (tight, tightly) to hold water.
6. The baby looks (nice, nicely) sitting so (quiet, quietly) in his stroller.
7. I wish I could write as (well, good) as she.
8. Has she recovered (fully, full) from her back injury?
9. My son looked so (smart, smartly) in his new tuxedo.
10. He felt (badly, bad) about his test scores.
11. The weather in November was (extreme, extremely) cold.
12. The meal tasted (well, good) after the long, hard day.
13. I hope I do as (good, well) as you did on the exam.
14. He can (easy, easily) win tomorrow's race.
15. My sister slept so (soundly, sound), she didn't hear the phone.
16. I just don't feel as (good, well) as I did yesterday.
17. Don't walk so (slow, slowly), or we'll be late for class.
18. Although it was only a (slight, slightly) windy day, hundreds of sailboats were on the lake.
19. The two children have always played (good, well) together.
20. I'm sure he felt (bad, badly) about being late for our date.
21. The river flowed (swiftly, swift) in front of our cabin.
22. That dress looks (well, good) on you.

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

RULES

An ADJECTIVE is a word that describes a noun. It answers the questions: Which one? What kind? or, How many?

EXAMPLES: I want the biggest piece of pie. (Tells which one.)
Cheryl likes chocolate cake. (Tells what kind.)
Jeff wrote three letters. (Tells how many.)

An adjective may follow and describe the subject of these linking verbs:

feel	appear	to be: am, is, are,
taste	look	was, were, be, have been, etc.
smell	become	
seem	sound	

EXAMPLES: That music sounds great!
I feel confident about my presentation.
This work seems difficult.

An ADVERB is a word that describes a verb, an adjective, or another adverb. It answers the questions: How? When? or, Where?

EXAMPLES: Angie writes beautifully. (Tells how she writes)
We arrived early. (Tells when we arrived.)
Put the table there. (Tells where to put the table.)

Some adverbs are formed by adding the suffix -ly to an adjective.

EXAMPLES: My mother always drives carefully.
He confidently told his side of the story.

GOOD is an adjective, WELL is an adverb.

EXAMPLES: He is a good artist. (Tells what kind.)
He paints well. (Tells how.)

BUT: Well can also be an adjective, as:
He was sick last week, but now he is well.

Remember to use well to tell how something is done.

BAD is an adjective, BADLY is an adverb. Use bad with the linking verb feels.

EXAMPLES: He feels bad about the accident.
She was badly injured.
He has a bad back as a result of the fall.

REAL is an adjective, REALLY is an adverb.

EXAMPLES: Is your necklace made of <u>real</u> gold? (Adjective)
Did you <u>really</u> mean to skip this page? (Adverb)

SURE is an adjective, SURELY is an adverb.

EXAMPLES: It's a <u>sure</u> bet that your horse will win. (Adjective)
We were <u>surely</u> glad to hear from him. (Adverb)

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

EXERCISES

Directions: Cross out the incorrect adjective or adverb in parentheses in each of the following sentences.

1. We moved the glass door very (careful, carefully).
2. Everyone likes (good, well) soccer.
3. Amanda dances very (well, good).
4. This pottery was made (slow, slowly) and (carefully, careful) by the Indians of the Southwest.
5. No one could possibly do as (good, well) as she did yesterday.
6. He has a temperature, but he says he feels (good, well).
7. Your handwriting is quite (good, well).
8. He is an (incredible, incredibly) bright little boy.
9. We walked very (quickly, quick) to the store.
10. My mother's voice sounded (soothingly, soothing).
11. Marian was walking (happy, happily) down the street.
12. I watched as she (gently, gently) rocked the baby to sleep.
13. Our guests arrived (unexpected, unexpectedly).
14. The snow fell (silent, silently) and (steadily, steady) until noon.
15. Our car was running (noisy, noisily).
16. You mustn't feel (bad, badly) about such a common mistake.
17. The room was decorated (lavish, lavishly) for the party.
18. The young man spoke (gentle, gently) to his dog.
19. The songs were sung (loudly, loud) and (cheerfully, cheerful).
20. She felt (badly, bad) when she realized how careless she'd been.
21. His friend stopped (sudden, suddenly) and (quick, quickly) turned around.
22. His father was injured (seriously, serious) in the accident.
23. She walked (slow, slowly) and with a slight limp.
24. I feel so (good, well) about my work on the project.

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

POST-TEST

Directions; Cross out the incorrect adjective or adverb in parentheses in each of the following sentences.

1. She felt very (happy, happily) about what she had done.
2. She does her work very (neat, neatly) when she takes the time.
3. We all felt (badly, bad) about our instructor's misfortune.
4. The bicycle will look quite (different, differently) when it gets a (bad, badly) needed coat of paint.
5. Mattie did very (good, well) with her lines at play practice.
6. I was (real, really) excited when the phone rang.
7. Michelle always tries to do her work (good, well).
8. The rain fell (steadily, steady) all day.
9. He can do that (easier, more easily) than you can.
10. This activity seems (foolish, foolishly) to me.
11. The music sounds too (loud, loudly) for this small room.
12. Fill every form out (accurate, accurately).
13. Don't these roses smell (sweet, sweetly)?
14. The meal was prepared (quick, quickly) while we all washed up.
15. Juan should win the wrestling match (easily, easy).
16. Did you sleep (good, well) last night?
17. Doris said she felt (bad, badly) about missing so many classes.
18. Marjorie looked (angry, angrily) at her two little brothers.
19. The letter had been (careful, carefully) written on parchment.
20. I think Greg will win the race (easy, easily).
21. I am (real, really) sorry about forgetting your birthday.
22. He looked pale, and said he didn't feel (well, good).
23. Nick always does (good, well) on final exams.

UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY

ANSWER KEY

Pre-Test

The correct word is:

1. slowly
2. well, bad
3. good
4. beautifully
5. tightly
6. nice, quietly
7. well
8. fully
9. smart
10. bad
11. extremely
12. good
13. well
14. easily
15. soundly
16. good
17. slowly
18. slightly
19. well
20. bad
21. swiftly
22. good

Exercises

The correct word is:

1. carefully
2. good
3. well
4. slowly, carefully
5. well
6. good
7. good
8. incredibly
9. quickly
10. soothing
11. happily
12. gently
13. unexpectedly
14. silently, steadily
15. noisily
16. bad
17. lavishly
18. gently
19. loudly, cheerfully
20. bad
21. suddenly, quickly
22. seriously
23. slowly
24. good

Post-Test

The correct word is:

1. happy
2. neatly
3. bad
4. different, badly
5. well
6. really
7. well
8. steadily
9. more easily
10. foolish
11. loud
12. accurately
13. sweet
14. quickly
15. easily
16. well
17. bad
18. angrily
19. carefully
20. easily
21. really
22. good
23. well

UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS

PRE-TEST

Directions: Cross out the incorrect form of the adjective or adverb in parentheses in each of the following sentences.

1. My father is (shorter, more short) than his brother.

2. From the applicants interviewed, he is the (more likely, most likely) to get the job.

3. Sara is the (more outgoing, most outgoing) of the two sisters.

4. I was able to do the job (easier, more easily) when I had the proper tools.

5. The sea was rough this morning, but it is even (more rough, rougher) now.

6. He seemed to become (nervouser, more nervous) as we talked.

7. She is the (older, oldest) of the four children.

8. We all drove a little more (cautiouser, cautiously) after the accident.

9. His car is the (dirtier, dirtiest) thing on four wheels.

10. Erin drives (carefullyer, more carefully) than her mother does.

11. He is the (more happier, happier) of the two boys.

12. That seems like a (more intelligent, intelligenter) solution to the problem.

13. The new monorail is the (rapidest, most rapidly) moving vehicle I've ever seen.

14. Her little sister was the (most excited, excitedest) of all the children.

15. There must be an (easier, more easy) way to take care of this.

16. Emily is the (taller, tallest) girl in the sixth grade.

17. Of the three children, Susan is the (more active, most active).

18. Although she didn't win the race, Angie ran (more faster, faster) than she ever had before.

19. Of the two instructors, Nathan has taught (longer, the longest).

20. I can get to work (faster, more faster) by bus than by car.

UNIT EIGHT : COMPARISON OF ADJECTIVES AND ADVERBS

RULES

1. ADJECTIVES: When comparing two things or people, add er to the end of the word if it is short or has only one syllable, or use more or less before the comparison word. If the comparison word ends in y, change the y to i and add er. This is called the comparative degree.

   EXAMPLES: This test is harder than that one.
   My math class seems more difficult than my English class.
   Kevin is happier now than he was last year.
   The Rocky Mountains are higher and more majestic than the Cascade Mountains.

   When comparing more than two things or people, add est to the end of the comparison word if it is short or has only one syllable, or use the most or the least before the comparison word. This is called the superlative degree.

   EXAMPLES: Bob is the kindest, most considerate person I've ever known.
   She is not only the tallest girl in the class, but she is also the most athletic.
   You must first decide which of the three outcomes is the least desirable.

2. ADVERBS: As in the case of adjectives, there are two basic methods of forming the comparative and superlative degrees of adverbs. The comparative degree of most adverbs is formed by placing more or less in front of the adverb, and the superlative degree is formed by placing most or least in front of the adverb.

   EXAMPLES: We dressed more informally for the picnic than we had for the dance.
   Emily tends to look at things less objectively than her sister.

   A few adverbs, however, add er or est to form the comparative and superlative degrees.

   EXAMPLES: We drove nearer the shore to get a closer look.
   Don arose earliest, and woke the rest of us.

UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS

EXERCISES

Directions: On the blank line, write the correct form of the adjective or adverb in parentheses by adding er, more, est, most, less, or least.

1. The girl with curly hair was the _____(young) of the two.

2. The weather is much _____(cold) this year than it was at this time last year.

3. Our garden is large, but our neighbors' is even _____ (large).

4. The sea is much _____(calm) than it was this morning.

5. He is undoubtedly the _____(qualified) candidate of all those running for the office.

6. This county is the _____(rich) and _____ (developed) county in the state.

7. We ate in the _____(expensive) restaurant in the city.

8. The Rocky Mountains are _____(majestic) than the Appalachian Mountains.

9. The Rockies are also _____(high) than the Appalachians.

10. Angela looked _____(beautiful) last night than she had ever looked before.

11. Doug definitely seems _____(responsible) this year than he was last year.

12. You should be able to shift _____(easy) now that you've oiled the gears on your bike.

13. This has been the _____(wet) May in twenty years.

14. That child comes from one of the _____(respectable) families in the district.

15. Your drawing looks _____(good) than mine, but Dan's is _____(good) in the entire class.

16. This outcome seems _____(certain) than the one you predict.

17. He is the _____(irresponsible) boy in the entire school.

UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS

POST-TEST

Directions: Cross out the incorrect or less acceptable form of the adjective or adverb in parentheses in each of the following sentences.

1. The (oldest, older) of the two sisters looked more like her mother.

2. The corporal behaved (more courageously, courageouser) than any other man in the company.

3. His dog won a prize for being the (uglier, ugliest) one in the dog show.

4. Of the two choices, the first seems (most desirable, more desirable).

5. The old gentleman gave (more generous, more generously) to the charity fund than anyone else we canvassed.

6. Paula tried (more harder, harder) on this test than she had ever tried before.

7. My (heavier, heaviest) books are the ones I seem to use most often.

8. The gardens in Victoria are even (beautifuler, more beautiful) than those in Rome.

9. The summit can be (more easier, more easily) reached by foot than by car.

10. The (prettiest, prettier) wildflowers are the ones that grow just at the base of the mountain.

11. He chose the (more colorful, most colorful) of the two pictures to hang above his fireplace.

12. She seems to be the (happier, happiest) of all the students.

13. He is even (attractiver, more attractive) now that he has had his hair cut.

14. We drove even (cautiouser, more cautiously) through the fog.

15. Of all the books I've read this year, this one is definitely the (excitingest, most exciting).

16. That is the (more beautifully, most beautifully) written poem I've ever read!

UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS

ANSWER KEY

Pre-Test

The correct word is:

1. shorter
2. most likely
3. more outgoing
4. more easily
5. rougher
6. more nervous
7. oldest
8. cautiously
9. dirtiest
10. more carefully
11. happier
12. more intelligent
13. most rapidly
14. most excited
15. easier
16. tallest
17. most active
18. faster
19. longer
20. faster

Exercises

The word that should be written is:

1. younger
2. colder
3. larger
4. calmer
5. most qualified
6. richest, most developed
7. most (or least) expensive
8. more majestic
9. higher
10. more beautiful
11. more responsible
12. more easily
13. wettest
14. most respectable
15. better, best
16. more certain (or less certain)
17. most irresponsible

Post-Test

The correct word is:

1. older
2. more courageously
3. ugliest
4. more desirable
5. more generously
6. harder
7. heaviest
8. more beautiful
9. more easily
10. prettiest
11. more colorful
12. happiest
13. more attractive
14. more cautiously
15. most exciting
16. most beautifully

UNIT NINE: SENTENCE STRUCTURE

PRE-TEST

Directions: Some of the sentences on this page are correctly written; others have problems in sentence structure. If the sentence is correct as it is, write C on the blank in front of it. If there is a problem in sentence structure, write P.

1. ____ We spent the evening reading books, listening to music, and we played games.

2. ____ The little girl watched the cow eating grass from the window.

3. ____ We went on vacation, we saw many historical sights.

4. ____ When my mother came home from work.

5. ____ Although it was raining lightly, we decided to walk.

6. ____ She wore a ring on her finger that cost hundreds of dollars.

7. ____ I do not think playing baseball is as exciting as to play soccer.

8. ____ At the party we played games, we ate cake and ice cream.

9. ____ If it rains before the time we're supposed to leave.

10. ____ I would rather drive.

11. ____ Her job is to file papers, answer the phone, and typing letters.

12. ____ He took his dog to the veterinarian which had fleas.

13. ____ They drove to the beach they built a fire they roasted hot dogs.

14. ____ The captain of the ferry that ran aground last month.

15. ____ Don't hesitate to call me.

16. ____ Our cat just had five kittens which we've had for only a year.

17. ____Last year we added onto our house, built a deck, and putting in a garden.

18. ____ It was a large party I can't remember everyone who was there.

19. ___ Seventeen of the students in the morning class.

UNIT NINE: SENTENCE STRUCTURE

RULES

1. PARALLEL CONSTRUCTION

Parallel ideas in a sentence should be expressed in the same grammatical form. For example, if the first idea is a noun, then the related ideas should also be nouns.

EXAMPLES: He likes swimming, hiking, and to play tennis. (WRONG)

He likes swimming, hiking, and playing tennis. (RIGHT)

Her duties were answering telephones, to open mail, and she types letters. (WRONG)

Her duties were answering telephones, opening mail, and typing letters. (RIGHT)

Do not leave out important words when comparing or contrasting two or more ideas or things.

EXAMPLES: Some people think that drinking alcohol is worse than drugs. (WRONG)

Some people think that drinking alcohol is worse than taking drugs. (RIGHT)

When using pairs of connecting words such as <u>both...and</u>, <u>either...or</u>, <u>neither...nor</u>, and <u>not only...but also</u>, put them as close as possible to the words they connect.

EXAMPLES: Betty not only had a new job but also a new car. (WRONG)

Betty had not only a new job but also a new car. (RIGHT)

2. MISPLACED MODIFIERS

To avoid confusion, a modifier should be placed as close as possible to the word it modifies. Carefully examine the following examples.

INCORRECT: She wore shoes on her feet which cost over one hundred dollars. (Did her feet cost over $100?)

CORRECT: On her feet she wore shoes which cost over one hundred dollars.

INCORRECT: Parents should attend the class whose children are entering high school. (Are they the class's children?)

CORRECT: Parents whose children are entering high school should attend the class.

UNIT NINE: SENTENCE STRUCTURE

3. SENTENCE FRAGMENTS

A sentence fragment is part of a sentence that is punctuated as though it were a complete sentence. The subject or the verb may be missing, or it may not make sense by itself. To correct a sentence fragment, a subject, verb, or more information may be added so that a complete thought is expressed.

EXAMPLES: Seeing the light on in the window. (FRAGMENT)

He saw the light on in the window. (SENTENCE)

Seeing the light on in the window, he knocked on the door. (SENTENCE)

4. RUN-ON SENTENCES

The opposite of a sentence fragment is a run-on sentence, in which a writer says too much in a sentence instead of too little. A run-on sentence may be corrected by adding a period, a semicolon, or a correctly punctuated connecting word. Sometimes an independent clause can be changed to a subordinate clause.

EXAMPLES: It had rained all night, everything was wet. (RUN-ON)

CORRECT: It had rained all night, and everything was wet.

OR: It had rained all night; everything was wet.

OR: It had rained all night; consequently, everything was wet.

OR: Because it had rained all night, everything was wet.

Millie and I went to the store, we went out for lunch. (RUN-ON)

CORRECT: Millie and I went to the store, and then we went out for lunch.

OR: After Millie and I went to the store, we went out for lunch.

OR: Millie and I went to the store. Afterward, we went out for lunch.

UNIT TEN: SENTENCE STRUCTURE

EXERCISES: PARALLEL CONSTRUCTION

Directions: Each of the following sentences contains an error in parallel construction. On the blank following each sentence, rewrite the words that are underlined to make the sentence parallel in its construction.

1. Swimming in Hawaii is a lot different than <u>to swim</u> here. _____

2. Diane <u>neither has</u> the money nor the motivation to look for a new apartment. _____

3. Byron would much rather ride his bike than <u>studying</u>. _____

4. The old man decided he would rather live in the mountains than <u>living</u> in the city. _____

5. While we were on vacation, we went hiking, swimming, and <u>fished</u>. _____

6. He <u>not only was</u> the tallest in the class, but he was also the most athletic. _____

7. Originally the concerns of the church were spiritual, physical, and <u>of the mind</u>. _____

8. His accomplishments, more than <u>how smart he is</u>, will make the world remember him. _____

9. Knowing how to work the problem is as important as <u>to know</u> the answer. _____

10. <u>Either we will</u> go to the beach or to the museum. _____

11. Yoga is an exercise that helps to reduce stress and <u>bringing</u> peace to the mind. _____

12. Alex likes swimming better than <u>to jog</u>. _____

13. Angela <u>was not only excellent</u> in basketball but also in gymnastics. _____

14. Yesterday Jeff went shopping, swimming, and <u>rode a bicycle</u>. _____

UNIT TEN: SENTENCE STRUCTURE

EXERCISES: MISPLACED MODIFIERS

Directions: Make the following sentences less confusing by rewriting them with the modifiers as close as possible to the words they modify.

1. Toni saw a coat displayed in a window that cost three thousand dollars.

_____

_____

2. While taking a shower, the telephone rang. _____

_____

3. Knocking on the door, the dog began barking loudly._____

_____

4. Will the student please come to the office whose car is parked in the faculty parking lot?_____

_____

5. Driving along the freeway every morning, the construction became a familiar sight._____

_____

6. The house was built by the Morgan Construction Company that we bought._____

_____

7. I read the book in three hours that I bought yesterday._____

_____

8. Walking up the steps to the library, a five dollar bill was found._____

_____

9. The new television set had a loose wire which he bought._____

_____

UNIT NINE: SENTENCE STRUCTURE

EXERCISES: SENTENCE FRAGMENTS

Directions: Some of the following are complete sentences; others are sentence fragments. If the sentence is complete, write C on the line next to it. Correct the sentence fragments by making them into complete sentences.

1. The clock that is striking three._____

_____

2. In planning a garden for a family of four._____

_____

3. Walt Whitman, a tall, heavy figure, like a heroic statue._____

_____

4. Having stopped at the barge to kiss her sister and peep at her birthday present._____

_____

5. In quick succession he registered many emotions._____

_____

6. The cars that are being introduced at the new car show._____

_____

7. Before the excited children had gone home._____

_____

8. Don't go._____

9. Usually sometime around the fourth of July._____

_____

10. When she failed to recognize you._____

_____

11. Now that Juanita has learned to write good sentences._____

_____

12. It was amazing that so many people._____

_____

UNIT NINE: SENTENCE STRUCTURE

EXERCISES: RUN-ON SENTENCES

Directions: Rewrite the following run-on sentences correctly.

1. I came home from school, I took a short nap. _____

_____

2. The moon was full, the sky was beautiful that night. _____

_____

3. Cheryl and Ron went out to dinner, they went to the boat show.

_____

4. I enjoy spring, I like summer best._____

_____

5. I got to the airport on time, the plane was late._____

_____

6. First the deck had to be sanded, it had to be stained. _____

_____

7. John likes his job, he likes the people he works with._____

_____

8. We studied spelling, we studied sentence structure._____

_____

9. I was looking for a book on mythology I couldn't find one.___

_____

10. She found ten dollars in the hall she turned it in to the school office._____

_____

11. There were no good television shows on we rented a video recorder for the evening._____

_____

UNIT NINE: SENTENCE STRUCTURE

POST-TEST

Directions: On the blank in front of each of the following sentences, write: C if the sentence is correct; P if there is a problem with parallel construction; R if it is a run-on sentence; F if it is a sentence fragment; and M if there is a misplaced modifier.

1. ____ We had barely finished our dinner, the telephone rang.

2. ____ Bring the new skates to the skating rink that you bought.

3. ____ When we realized it had been raining for six days straight.

4. ____ We watched the monkeys swing from branches, climb up ropes, and playing tag.

5. ____We decided it really wasn't too late.

6. ____ He introduced his sister to his instructor who was only nine.

7. ____ We caught the crabs, we cleaned them, we cooked them.

8. ____ They had crayons and felt tips for drawing, paints and brushes for painting, and pens and pencils to write.

9. ____ The first chapel that we saw by the side of the road.

10. ____ Many lives were lost.

11. ____ I learned many new ideas at the conference that I plan to use in class.

12. ____ It would be nice to work for a company which is well organized, pays well, and short hours.

13. ____ Steve cut the logs, he split them, he stacked them.

14. ____ If we save enough money by the end of the year.

15. ____ Most sports require mental as well as physical activity.

16. ____ Her chores included washing the windows, cleaning the bathtub, and to polish the mirrors.

17. ____ We not only need more money, but also more time.

18. ____ Driving through the countryside, a deer grazed by the road.

19. ____ We were all hungry, it was late, we hadn't eaten.

20. ____ To know how to multiply and divide fractions is knowing an important skill.

UNIT NINE: SENTENCE STRUCTURE

ANSWER KEY

Pre-Test

1.	P	11.	P
2.	P	12.	P
3.	P	13.	P
4.	P	14.	P
5.	C	15.	C
6.	P	16.	P
7.	P	17.	P
8.	P	18.	P
9.	P	19.	P
10.	C		

Exercises: Parallel Construction

1. swimming
2. has neither
3. study
4. live
5. fishing
6. was not only
7. mental
8. his intelligence
9. knowing
10. We will either
11. brings
12. jogging
13. was excellent not only
14. bike riding

Exercises: Sentence Fragments

Rewrites may vary. Some possibilities are:

1. The clock is striking three.
2. Much work is involved in planning a garden for a family of four.
3. Walt Whitman was a tall, heavy figure, who stood like a heroic statue.
4. She was late, having stopped at the barge to kiss her sister and peep at her birthday present.
5. C
6. The cars that are being introduced at the new car show are all very economical.
7. We arrived before the excited children had gone home.
8. C
9. Usually sometime around the fourth of July, our friends visit.
10. I was surprised when she failed to recognize you.
11. Now that Juanita has learned to write good sentences, her friends receive many letters from her.
12. It was amazing that so many people came.

Exercises: MIsplaced Modifiers

1. Toni saw displayed in a window a coat that cost three thousand dollars.
2. The telephone rang while I was taking a shower.
3. When someone knocked on the door, the dog began barking loudly.
4. Will the student whose car is parked in the faculty parking lot please come to the office?
5. The construction became a familiar sight as I drove along the freeway every morning.
6. The house that we bought was built by the Morgan Construction Company.
7. I read in three hours the book that I bought yesterday.
8. Walking up the steps to the library, I found a five dollar bill.
9. The new television set which he bought had a loose wire.

NOTE: The wording on some of these may vary.

UNIT NINE: ANSWER KEY (Cont.)

Exercises: Run-On Sentences

Rewrites may vary. Some possibilities are:

1. After I came home from school, I took a short nap.
2. The moon was full; the sky was beautiful that night.
3. Cheryl and Ron went out to dinner; afterward, they went to the boat show at the Coliseum.
4. I enjoy spring, but I like summer best.
5. I got to the airport on time, but the plane was late.
6. First the deck had to be sanded, and then it had to be stained.
7. John likes his job and the people he works with.
8. First we studied spelling, then we studied sentence structure.
9. I was looking for a book on mythology, but I couldn't find one.
10. In the hall she found ten dollars, which she turned in to the school office.
11. Because there were no good television shows on, we rented a video recorder for the evening.

Post-Test

1.	R	11.	M
2.	M	12.	P
3.	F	13.	R
4.	P	14.	F
5.	C	15.	C
6.	M	16.	P
7.	R	17.	P
8.	P	18.	M
9.	F	19.	R
10.	C	20.	P

UNIT TEN: SPELLING

PRE-TEST

Directions: If any word in each of the following groups of words is misspelled, circle the letter of the misspelled word. If all four words are spelled correctly, circle e, no error.

1. a. alleys
   b. occured
   c. unfortunately
   d. restaurant
   e. no error

2. a. peice
   b. regrettable
   c. embarrass
   d. necessary
   e. no error

3. a. conscience
   b. proprietor
   c. theory
   d. inflateable
   e. no error

4. a. unforgettable
   b. concievable
   c. fundamentally
   d. misdemeanor
   e. no error

5. a. potatoes
   b. businesses
   c. wifes
   d. pianos
   e. no error

6. a. merryment
   b. having
   c. successor
   d. geography
   e. no error

7. a. mischievous
   b. occasion
   c. lisence
   d. grievance
   e. no error

8. a. rhyming
   b. liberties
   c. recommend
   d. frieght
   e. no error

9. a. vacation
   b. donkies
   c. vacuum
   d. committee
   e. no error

10. a. carrying
    b. mayonnaise
    c. upsetting
    d. calenders
    e. no error

11. a. mentionning
    b. athlete
    c. maintenance
    d. churches
    e. no error

12. a. digestible
    b. responsible
    c. desirable
    d. noticeable
    e. no error

13. a. questionaire
    b. imagination
    c. pneumonia
    d. possession
    e. no error

14. a. genuine
    b. exerciseing
    c. rhythm
    d. zoology
    e. no error

15. a. analyze
    b. orchestra
    c. easyest
    d. mortgage
    e. no error

16. a. physician
    b. regretable
    c. reminiscence
    d. privilege
    e. no error

17. a. disatisfy
    b. fascinated
    c. knowledge
    d. permanent
    e. no error

18. a. bachelor
    b. efficient
    c. enemys
    d. disappear
    e. no error

19. a. burglary
    b. succesor
    c. descendant
    d. parliament
    e. no error

20. a. sergeant
    b. bycicle
    c. receipt
    d. tragedy
    e. no error

21. a. guarantee
    b. cemetary
    c. changeable
    d. seperate
    e. no error

FIVE IMPORTANT SPELLING RULES

1. If a word ends in a consonant which is preceded by a single vowel, double the final consonant before adding a suffix.

   EXAMPLES: regret -------regrettable
   occur --------occurring
   mental -------mentally
   slip ---------slipping

2. When a word ends in silent e, drop the e before adding a suffix that begins with a vowel (-ed, -ing, -al, -able, -ic, -ion, -est, -er).

   EXAMPLES: give ---------giving
   conceive -----conceivable
   create -------creation

   EXCEPTIONS: noticeable
   changeable

3. When a word ends in y preceded by a consonant, change the y to i when adding a suffix other than the -ing suffix.

   EXAMPLES: happy --------happiness
   easy ---------easier
   hurry --------hurried
   BUT: carry --------carrying
   worry --------worrying

4. In most cases, i comes before e except after c, or when the two vowels have the long a sound.

   EXAMPLES:

believe	ceiling
achieve	receive
piece	weigh
friend	neighbor

5. Add s to form the plural of most words, except in these four cases:

   1) If a word ends in x, ch, sh, or s, add es. (dishes, foxes)

   2) If a word ends in a consonant followed by a y, drop the y and add ies. (forties, ponies, guppies)

   3) If a word ends in an o preceded by a consonant, add es. (potatoes, heroes)

   4) If the final syllable of a word ends in a single f, drop the f and add ves. (leaves, wives, loaves)

SOME COMMONLY MISSPELLED WORDS

absence
academically
accelerator
accessible
accidentally
ache
acknowledge
acquaintance
across
admittance
adolescent
advantageous
agreeable
allegiance
all right
altogether
analyze
anonymous
argument
arrangement
article
athlete
attendance
audience
awkward

bachelor
bankruptcy
beautiful
behavior
believe
beneficial
bicycle
boulevard
bulletin
bureaucrat
burglaries
business

calendar
capitalism
carburetor
carriage
catastrophe
ceiling
cemetery
changeable
characteristic
committee
conceivable
connoisseur
conscience
conscious
criticism

deceitful
descendant
desirable
detrimental
devastation
develop
devise
dictionary
difference
digestible
dilemma
disappear
disastrous
dissatisfy

ecstasy
efficiency
embarrass
enemies
enthusiasm
environment
exhaustion
exhibition
extremely

familiarize
fascination
fascism
February
forfeit
fortunate
forty
fundamentally

genuine
grammar
guarantee
guardian
guidance

handkerchief
harassment
height
hindrance
hygiene
hypocrisy

imagine
immediately
incidentally
independent
intellectual
interference
irrelevant

jealous
jewelry
judgment

kerosene
kindergarten
knowledge

laboratory
leisure
length
license
livelihood

maintenance
marriage
martyr
mayonnaise
mediocre
miscellaneous
mischievous
misdemeanor
mortgage
municipal

necessary
ninth
noticeable

obedience
occasion
occur
omitting
opportunities
original

pamphlet
parallel
paralysis
pastime
permanent
permissible
persistent
physician
possession
precede
privilege
procedure

quiet
quite
questionnaire

receipt
recommend
refrigerator
relieve
reminiscence
responsible
restaurant
rhyme
rhythm

schedule
scissors
secretary
seize
separate
sergeant
sincerely
souvenir
sponsor
succeed
successor
superintendent
synonymous

tariff
temperature
temporary
theory
tomorrow
tragedy
transparent
twelfth

undoubtedly
unfortunately
unnecessarily

vacancy
vaccine
vacuum
vehicle
villain

Wednesday
whistle

yacht

zoology

UNIT TEN: SPELLING

EXERCISES

Directions: Some of the words in the following list are misspelled; others are spelled correctly. On the line next to each misspelled word, rewrite the word correctly. If the word is already correctly spelled, write C .

1. acceptable_____
2. licence_____
3. regrettable_____
4. hieght_____
5. jelous_____
6. beautyful_____
7. dictionary_____
8. immediatly_____
9. forgiveable_____
10. attendence_____
11. enthusiasm_____
12. independant_____
13. acheive_____
14. tomatos_____
15. concuring_____
16. leafs_____
17. becomeing_____
18. audience_____
19. athelete_____
20. hurryed_____
21. bankrupcy_____
22. reciever_____
23. yacht_____
24. paralell_____
25. relateing_____
26. finaly_____
27. grammer_____
28. marriage_____
29. labarotory_____
30. percieve_____
31. liquifing_____
32. sensless_____
33. psychologist_____
34. monkies_____
35. resolutly_____
36. lazyly_____
37. refrigerator_____
38. temprature_____
39. countting_____
40. independant_____
41. harassment_____
42. greivance_____
43. bleachs_____
44. beige_____
45. createion_____
46. repeatted_____
47. temporaryly_____
48. dissapear_____

UNIT TEN: SPELLING

POST-TEST

Directions: If any word in each of the following groups of words is misspelled, circle the letter of the misspelled word. If all four words are spelled correctly, circle e, no error.

1. a. fundamental
   b. conscious
   c. relateing
   d. connoisseur
   e. no error

2. a. mechanical
   b. guardian
   c. enemies
   d. bullitin
   e. no error

3. a. targeting
   b. extremely
   c. familiar
   d. absence
   e. no error

4. a. hoping
   b. digestable
   c. martyr
   d. friend
   e. no error

5. a. zoology
   b. article
   c. technical
   d. acheivement
   e. no error

6. a. dictionary
   b. vegetable
   c. arguement
   d. particular
   e. no error

7. a. forty
   b. vacency
   c. kerosene
   d. responsible
   e. no error

8. a. historycal
   b. truly
   c. occurred
   d. sincerely
   e. no error

9. a. length
   b. insurance
   c. develop
   d. nieghbor
   e. no error

10. a. carburetor
    b. succeedding
    c. awkward
    d. beginning
    e. no error

11. a. worrying
    b. organizeing
    c. forgetting
    d. trying
    e. no error

12. a. positively
    b. Wednesday
    c. February
    d. senseless
    e. no error

13. a. hoping
    b. carrying
    c. carriers
    d. mercyful
    e. no error

14. a. vacuum
    b. hypocrisy
    c. mischievous
    d. immediatly
    e. no error

15. a. language
    b. grammer
    c. misspell
    d. temporary
    e. no error

16. a. defied
    b. situation
    c. posession
    d. television
    e. no error

17. a. jewelry
    b. priest
    c. tomatos
    d. absolutely
    e. no error

18. a. retreive
    b. retiring
    c. recesses
    d. mysterious
    e. no error

19. a. accept
    b. claming
    c. successor
    d. marrying
    e. no error

20. a. ninth
    b. particular
    c. occur
    d. occassion
    e. no error

21. a. phonys
    b. obedience
    c. height
    d. aluminum
    e. no error

UNIT TEN: SPELLING

ANSWER KEY

Pre Test

1.	b	12.	e
2.	a	13.	a
3.	d	14.	b
4.	b	15.	c
5.	c	16.	b
6.	a	17.	a
7.	c	18.	c
8.	d	19.	b
9.	b	20.	b
10.	d	21.	d
11.	a		

Exercises

1.	C	13.	achieve	25.	relating	37.	C
2.	license	14.	tomatoes	26.	finally	38.	temperature
3.	C	15.	concurring	27.	grammar	39.	counting
4.	height	16.	leaves	28.	C	40.	independent
5.	jealous	17.	becoming	29.	laboratory	41.	C
6.	beautiful	18.	C	30.	perceive	42.	grievance
7.	C	19.	athlete	31.	liquifying	43.	bleaches
8.	immediately	20.	hurried	32.	senseless	44.	C
9.	forgivable	21.	bankruptcy	33.	C	45.	creation
10.	attendance	22.	receiver	34.	monkeys	46.	repeated
11.	C	23.	C	35.	resolutely	47.	temporarily
12.	independent	24.	parallel	36.	lazily	48.	disappear

Post-Test

1.	c	relating	12.	e	
2.	d	bulletin	13.	d	merciful
3.	a	targetting	14.	d	immediately
4.	b	digestible	15.	b	grammar
5.	d	achievement	16.	c	possession
6.	c	argument	17.	c	tomatoes
7.	b	vacancy	18.	a	retrieve
8.	a	historical	19.	b	clamming
9.	d	neighbor	20.	d	occasion
10.	b	succeeding	21.	a	phonies
11.	b	organizing			

STUDENT PROGRESS CHART

	Pre-Test (P=90%)	Exercises (C if completes)	Post-Test (P=90%)
UNIT ONE: CAPITALIZATION	_____	_____	_____
UNIT TWO: PUNCTUATION	_____	_____	_____
UNIT THREE: VERB TENSE	_____	_____	_____
UNIT FOUR: SUBJECT-VERB AGREEMENT	_____	_____	_____
UNIT FIVE: PRONOUNS	_____	_____	_____
UNIT SIX: TROUBLESOME WORDS	_____	_____	_____
UNIT SEVEN: USING ADJECTIVES AND ADVERBS CORRECTLY	_____	_____	_____
UNIT EIGHT: COMPARISON OF ADJECTIVES AND ADVERBS	_____	_____	_____
UNIT NINE: SENTENCE STRUCTURE	_____	_____	_____
UNIT TEN: SPELLING	_____	_____	_____